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ABSTRACT

This is a handbook for leaders, coaches, and managers of American sports groups and teams participating in international athletic exchanges. Chapter one presents information on financing international sports tours. Chapter two covers the basic preparations necessary prior to going abroad. It includes information on tickets, passports, visas, immunizations, health measures, money, insurance, customs, mail, clothing and equipment, gifts, and packing and freight. It also discusses whether an advance man and interpreters are needed. Chapter three suggests some guidelines on the mental preparations for a tour and includes some ideas on what an American should know about his/her own country in contacts with foreign nationals. Personal conduct on and off the field of competition is discussed in chapter four, and ways to generate good publicity are suggested in chapter five. Chapter six offers suggestions for coping with the minutiae of group travel overseas. Chapter seven contains a number of approaches and procedures that experienced coaches and leaders have found to be helpful in order to lead a successful tour. Chapter eight suggests some ways to prepare for the return trip home and adds some thoughts on followup actions after the return home. The interest of U.S. Government Agencies in tours abroad by American sports groups and how U.S. Foreign Service posts can be of assistance are explained in chapter nine. Appended are 25 forms and documents. (RC)

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Leading A Successful International Sports Tour

HANDBOOK FOR COACHES, MANAGERS AND LEADERS OF AMERICAN SPORTS GROUPS AND TEAMS WHO GO ON COMPETITIVE OR INSTRUCTIONAL TOURS ABROAD

Understanding Through Sports

SP009 779

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LEADING A SUCCESSFUL
INTERNATIONAL SPORTS TOUR

HANDBOOK FOR LEADERS, COACHES AND
MANAGERS OF AMERICAN SPORTS GROUPS AND TEAMS
PARTICIPATING IN INTERNATIONAL ATHLETIC EXCHANGES

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INTRODUCTION

Americans are participating more than ever before in international sports activities. Each year thousands of athletes, coaches, and administrators from hundreds of United States sports organizations and educational institutions engage in competitions, workshops, clinics, exhibitions, demonstrations, and conferences with their counterparts of other nations. The face-to-face encounters influence the ways in which peoples perceive and understand each other. As with other areas of people-to-people communication, they affect the climate for international cooperation.

The Department of State encourages constructive international sports activities. In other societies they can pave the way for expanded cultural, economic, and political contact. They can exemplify friendly, give-and-take, two-way interchange in which there is equality of participation. Sports interchange can help enhance the appreciation of another people's values and culture, so important but often absent in international cooperation.

For these reasons, it is in the interest of the United States Government, as well as of the groups involved, that international sports activities provide positive experiences for all concerned. We have been pleased to help sponsor and to cooperate in the preparation of this manual, "Leading a Successful International Sports Tour," because we believe it will help further this objective. We are grateful to the many United States sports organization leaders and others who provided ideas and suggestions.

To the extent this manual contributes to more effective, better-managed, and more satisfying athletic programs abroad, it will also enhance international mutual understanding.

John Richardson Jr

John Richardson, Jr.
Assistant Secretary for
Educational and Cultural
Affairs

A VIEW FROM THE FIELD

As one who has long been involved with international sports activities, both as Olympic athlete and as a US Information Service officer with many years experience overseas, I heartily applaud the publication of this handbook supporting American sports tours abroad. I have been delighted and encouraged, furthermore, by the increasing number of exhibition, clinic and workshop teaching tours by American coaches and athletes who are willing to share their experience and know-how with the peoples of the developing countries of the world.

In Africa, I have seen for myself the benefits of international sports activities to peoples who are increasingly accepting sports and physical education as important elements in the development of their youth and in furthering international mutual understanding. Today, many leaders are calling upon friendly nations to aid them in expanding their national sports programs by providing professional and technical assistance as well as educational and training materials.

The American contribution to sports planning and development in many countries is varied and effective. The backbone of its support comes from American corporations, universities, foundations, sports groups and other privately sponsored sources. The Department of State, the US Information Agency and the Peace Corps all welcome these private efforts.

The continuing success of these programs helps foster better understanding among men of all nations. Sports are a universal language understood everywhere. Let's hear more of it!

Mal Whitfield*
Regional Youth and Sports Officer
US Information, Sierra Leone
Freetown, Sierra Leone

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*Former Olympic Athlete and Member of the US Track and Field Hall of Fame, who has served in Africa for 20 years with the US Foreign Service.

CHAPTER I

FINANCING INTERNATIONAL SPORTS TOURS

Today, soaring transportation costs and inflation have become serious matters for everyone going abroad. There is nothing more embarrassing for a sports tour than to get stranded abroad because of poor planning and unanticipated expenses. Don't let this happen to your group! Deal only with established airlines and travel agencies and work with experienced national sports organizations.

In some instances, there are safeguards to ensure adequate financing. For example, the by-laws of the National Collegiate Athletic Association require members to notify the parent organization of the proposed tour and to present evidence of satisfactory financial arrangements (see Appendix I).

If, despite your careful planning, your group does run out of money overseas, American consular officers are in a position to help you communicate with your family, relatives, friends or parent organization to obtain funds, but that is all they are authorized to so (see page 41). So it is well to have in mind someone you can depend on to backstop you financially if the need should arise while you are abroad.

This chapter suggests some practical approaches to funding international athletic tours.

1. Determine Overall Cost First

You should estimate the approximate overall cost of your tour before you decide how to raise the money. Airlines, travel agencies and parent national and international sports organizations can help you arrive at a reasonably accurate cost estimate that includes international travel, in-country transportation and daily living expenses.

In checking out your air travel costs, be sure to inquire about the possibility of your group qualifying for various promotional fares (excursion, youth, "tour basing" and free stopovers). If you are interested in a charter flight, ask a reputable travel agent about the availability of one that will meet your requirements.

2. When Reserves Are Needed

If the financing of your tour depends on gate receipts shared with host clubs in the countries to be visited, you should plan on adequate financial reserves. This is particularly important if you have not been guaranteed a minimum amount. A common arrangement for sharing gate receipts in many countries is 60 per cent for the home team, 40 per cent for the visitors. Sometimes you can estimate receipts on the basis of prior visits of comparable groups. Yet an American baseball team may draw 10,000 spectators in a small city of Colombia on a clear summer evening, but only 3,000 if the weather is threatening or if the home team lost by a big score the night before. Precise terms for sharing gate receipts should be clearly fixed through written contracts understood by all parties.

3. Some Sources of Funds

Having estimated the amount of money you need, you can then consider ways to raise it. Grant money is becoming increasingly scarce these days, and you may have to use various alternatives. What money is available will not seek you out; you will have to ask for it. One or more of the following possibilities may best suit your needs:

1) US Corporations. A number of American firms offer grants for philanthropic or promotional purposes. US corporations coordinate these programs with their overseas affiliates.

2) US Foundations. The trustees and administrators of foundations are always interested in good proposals for constructive projects.

3) US National Sports Organizations. These groups will occasionally give financial support to representative teams for tours abroad (see Appendix II for a list of organizations).

4) Foreign Sports Federations. Sometimes an American team is able to work out cost-sharing arrangements with groups abroad. Travel within the host country is normally covered by the inviting organization. In one instance recently, a host organization offered to pay half of the international travel costs as well, but this is unusual.

5) US Olympic Committee. The Committee, in its efforts to develop stronger Olympic teams through international competition, sometimes supports American teams, often in cooperation with other funding organizations.

6) Sports Equipment Suppliers. For advertising and promotional reasons, sporting goods manufacturers and distributors have been known to provide uniforms and equipment at wholesale prices or even without charge.

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7) Regional and State Resources. College or all-star teams are occasionally sent abroad with funds raised by state or regional committees working through colleges within the area and drawing on numerous resources including the colleges themselves and their booster clubs.

8) Local and Community Resources. Local civic and commercial groups frequently support international sports projects. For instance, one Connecticut company has sent women's softball teams abroad, and in 1974 it sponsored a women's world softball tournament, hosting 16 foreign teams.

9) US Government. See Chapter IX.

4. Examples of Funding Arrangements

The following extracts from reports of five American groups and one foreign organization offer some concrete examples of fund-raising possibilities:

1) Amateur Athletic Union of the United States. "We have occasionally been able to obtain grants from corporate industrial foundations for special sports projects. In early 1974, for example, we received a grant from a national foundation for a cultural athletic exchange between the People's Republic of Mongolia and the United States. Our staff had preliminary written communications and personal meetings with top executive officers of the foundation before we presented our formal proposal, and its board of directors reviewed the proposal before approving the grant."

2) US Volleyball Association. "Financing and funding of two groups of sixteen people per year is one of the major problems of our Association. We regularly prepare for and send to competitions in various places in the world, volleyball teams of men and women, which each include twelve players, two coaches, one manager and one referee. We receive most of the financing from self-generated funds (memberships, modest profit on sales of selected items), but we also receive some help from the US Olympic Committee as a portion of our Olympic Games preparation activities."

3) St. Louis University. "We received an assurance from a donor organization that they would cover half of our planned eight-nation South American Soccer Tour if we raised the difference. We charged the team

members with raising $400 each, which they did from over 200 firms and companies in the St. Louis area."

4) US Soccer Federation. "Our entire operation was underwritten through player registrations and fees from admissions to Cup competitions and tour team games. Our foreign travel was arranged through reciprocal agreements to provide for each other's expenses from admissions at the matches."

5) University of Toledo. "Our trip, once we arrived, was paid for by the Italian Federation. Each of our players put up $200 for the flight. The rest was taken from our budget and private donations."

6) Yugoslav Athletic Federation. "In the post-war years several groups of selected American athletes toured Europe and on that occasion visited Yugoslavia as well. The conditions of those visits were as usual for similar sports events. The organizer financed the travel expenses of the groups -- consisting of several athletes and group leaders -- from the last place of competition in Europe to the meeting place in Yugoslavia. The next organizer took them over from us. Apart from the above mentioned travel expenses, we had to bear the costs of full hotel board and lodging (a high quality hotel), pocket money in accordance with the International Amateur Athletic Federation regulations, awards for competition, organizations of short trips, and sightseeing."

5. Motivation for Supporting Sports Tours

An understanding of the possible motives for donating funds to a touring group is helpful in selecting the proper approach to make for assistance. Any one or combination of the following may motivate your potential sponsor:

1) Common humanity, in persons deriving satisfaction from helping others to foster international mutual understanding and goodwill.

2) Community pride, in those who like to share vicariously in the triumph of a local group or individual American in international competition.

3) Trade promotion, in American firms wanting to strengthen their trade position abroad.

4) Public image, in individuals, corporations and foundations wishing to enhance their image through public-spirited and philanthropic acts.

6. Approaches to US Firms

If any local or regional firms have export divisions and overseas affiliates, start with them before trying the major multinational corporations. If you have the time, some target analysis is useful. Companies seeking to introduce their products into a particular overseas market may be more interested in your proposal than less venturesome firms. This includes sporting goods manufacturers.

Before making a formal proposal to a corporation, local or national, contact its vice president or director of public relations. He may give you some insights into the company's policy on assisting athletic tours abroad and can pinpoint for you the executive officer in the firm to whom your proposal should be addressed.

If you visit a company officer, be prompt, informative and as brief as possible. Be careful about going over the heads of those with direct policy or administrative responsibility for giving. This would be bad form and could backfire on you.

7. How To Identify US Firms Overseas

Names and addresses of US businesses abroad have been compiled in Directory of American Firms Operating in Foreign Countries by the World Trade Academy Press, Inc., 50 East 42nd Street, New York, N.Y. 10017. Costing $75.00, the eighth edition of the Directory is due out in April or May 1975 and should be available in many public and university libraries.

For additional information, there may be an American Chamber of Commerce in some of the countries you will visit. You can obtain an up-to-date list of American Chambers of Commerce in 37 foreign countries from:

Center for International Business Relations
Chamber of Commerce of the United States
1615 H Street, NW
Washington, D.C. 20062
Phone 202-659-6117

Still another source of commercial information, particularly in countries where there are no American Chambers of Commerce, is the economic and commercial officers at US embassies. Check your Key Officers booklet (see page 73). Most embassies and some consular offices have such an officer, identified in the booklet by the symbol "ECO/COM."

At some larger posts, where the volume of trade, travel and private investment is high, there are also more specialized commercial ("COM") officers. Given a choice, you should write to a "COM" officer, but all "ECO/COM" officers and their staffs may be able to help you.

8. How to Write a Good Grant Proposal

A good written proposal takes work. Where possible, consult someone with experience in raising funds. If expert advice is not available, these guidelines, based on an article by F. Lee and Barbara L. Jacquette (Foundation News, January/February 1973), may help you:

1) State clearly what is to be accomplished through the grant, emphasizing the contribution of your tour to international relations and showing how it will foster people-to-people goodwill.

2) Explain the timing of the tour -- why this year rather than next.

3) Describe the people to be involved, with biographies and qualifications of the tour leaders.

4) Specify the amount of financing sought, including a realistic analysis of the tour's budget.

5) Explain the need for corporation or foundation support in relation to other sources of funds.

6) Describe the organizational arrangements, particularly the handling of funds.

7) Suggest the pertinence of the tour to the policies and goals of the corporation or foundation.

8) Point out the promotional and publicity value of lending the company's name to a touring group.

9) Give assurances for submission of an objective evaluation of the results of the tour, specifying the amount of statistical information to be included.

10) Remind the corporation of the possibility of a tax deduction. For example, the letterheads of the US Equestrian Team and the US Volleyball Association state that "Contributions are deductible for federal income tax purposes." If there is any doubt about your own case, you may wish to discuss it with your District Director of the Internal Revenue Service, but large corporations usually consult their tax accountants or legal staff and are well informed on these matters.

The proposal statement, including the above points, and a limited amount of supporting documents can best be presented under cover of a one page, personal introductory letter, summarizing your proposal and indicating your availability for an interview.

Any follow-up on your part should be discreet. Refrain from "hard sell" tactics and make ample use of "thank you" techniques -- even in case of an initial turndown. Don't spurn a small gift, however disappointing; it can be used as a door-opener for another try later or as an inducement to other possible donors.

9. Community Efforts to Raise Funds

Support from corporations, foundations or almost any national source may be more forthcoming if you can show that their support will be matched by a similar amount raised by your own community. Much publicity and community interest can be kindled by the challenge of raising a certain sum of money to match a grant from an outside source.

The assumption of a share of the costs of the tour by each member personally is desirable not only for increased individual commitment to the tour but because it may also spur donors to act. If the public knows that each group member must raise a substantial sum, say, $200 or so, as his share of the costs, there will be a feeling of pride in the community that its athletes are "working their way across." Increased donations may follow.

To get a fund-raising campaign started, you should enlist the cooperation of some influential and energetic persons who will form a committee to seek wider support from the community. The work of the committee will be eased if your project is endorsed by community leaders (elected officials are often well aware of the political value of their endorsement of such an enterprise), and if the local newspapers and radio and TV stations provide free publicity. The latter may even be willing to mount a telethon program for you.

10. Local Fund-Raising Techniques

There are a variety of ways to raise money in a community. Your chances of success will be enhanced if members of the tour participate publicly and if you stress some common themes in all of your efforts: the traditional generosity of the community, its pride in sending a representative group abroad, the cultural benefits to a community engaging in international exchange activities and the wider recognition gained by communities sponsoring these activities. Here are some ideas on fund-raising techniques that have worked for others:

1) Door-to-door canvassing or telephone soliciting. One point that can be made in talking to persons skeptical about athletic activities is that any tour abroad is an educational experience. Participants learn first hand about the way of life of other peoples. This new perspective may make an impressionable young American more conscious and appreciative of his own country. Moreover, many youths of modest backgrounds but with athletic ability are enabled through a sports tour overseas to share in a broadening experience they could never afford by themselves.

2) Mailing list soliciting. The officers of such groups as college alumni, service organizations, business and professional associations and sports clubs may be willing to give you lists of their members with addresses. The letter of request should clearly state the purpose of the tour and enclose a self-addressed envelope. A poorly prepared request will "turn off" donors; it should not be sent out "cold," but after a publicity campaign to create public awareness of the planned tour.

3) Benefit games, meets and matches. A number of purposes will be served. The team -- especially if made up of all-stars from a number of colleges -- will gain experience in playing together and generate publicity to help the fund-raising drive. Further, if a senator, governor, mayor or other local political figure can be persuaded to throw out the first ball or fire the starter's gun for the campaign, this quasi-official sanction will help stimulate public interest.

4) Raffles or drawings. Tickets can be sold (after complying with legal procedures) and prizes awarded. Experienced leaders of such organizations as the American Legion or Veterans of Foreign Wars can give good advice on how to run this type of affair.

5) Benefit dances or entertainment. This approach is often popular in a college area. Big-name entertainers or musical groups attract large crowds, but their fees may be so high that the net return is small. Some "stars" -- including well known athletes -- may be willing to make guest appearances for little more than expenses if there is a home town or school connection to draw their interest.

6) Rummage, garage or attic sales. It is easy to collect items that somebody does not want but someone else will buy. Some communities will permit use of parks or sidewalks for sales of this type. The expenses are negligible and the returns may be good.

7) Carnival or amusement park concession sharing. In a number of communities, traveling amusement park companies welcome local people to help run or police week-long carnivals or other affairs, staged in an available location in the community. This is done on a percentage basis. Advice and permission should be sought from the municipal authorities before such activities are arranged or contracts signed.

11. Coordination With Other Groups in the Community

To harness a community effort fully, you should not overlook any possible sources of assistance. It is easy to hurt someone's feelings -- and close their purses -- by not asking them to help out. Here are a few thoughts:

1) Solicit the cooperation and support of local "booster" clubs or other service organizations, such as the Chamber of Commerce, Jaycees, Rotary, Kiwanis, Lions, YWCA, YMCA, League of Women Voters and alumni groups. Their experience in raising money -- and even the use of their offices as meeting places for your fund-raising committee -- can be very helpful.

2) Request permission to use the facilities of a school or college as a base for the meetings and administrative work connected with fund raising. Access to a duplicating machine can be of great help to you. Many educational institutions may be willing to make this contribution to a tour, particularly if some of their students are among your athletes.

3) Ask local merchants to make their storefront windows available for the display of posters or "fliers" urging support for the tour. Perhaps commercial enterprises will let you place slotted coin cannisters near their cash registers with small placards appealing for support. This means of collecting money may also be tried at the box offices of local sporting and cultural events.

4) Check with city hall to see if your city has a Sister City overseas (some 500 US cities did as of January 1, 1975) which may be on or close to your itinerary. City managers and mayors, who are usually the honorary chairmen of Sister City committees, will be more interested in assisting your project if it involves a Sister City. Information about this program, including names of local chairmen around the country, and a useful handbook (see Appendix III), are available from:

Sister Cities International
Suite 202, City Building
1612 K Street, NW
Washington, D.C. 20006
Phone 202-293-7360

12. A Little Appreciation Goes a Long Way

In addition to extending your personal thanks to those in the community who helped to raise funds, be sure that each and every participating group is given adequate public recognition for their efforts or contribution. This can be done by announcements in the press or on radio and television, mention during press interviews after your return from abroad or citation at an after-dinner speech or at an appropriate ceremonial occasion.

Timely recognition of community help is not only common courtesy, it is in your own interest because you may later need the assistance of community groups to welcome touring foreign athletes to your city or university, or you may seek their backing again for a future sports tour.

13. More Information?

If this chapter has whetted your appetite for more detailed information, the bibliography to this handbook includes some books on fund raising.

For those with a special interest in US corporations as a source of assistance, Appendix III (see under "Conference Board") lists a four-part report on business support for international public service activities.

14. A Word of Encouragement

Despite its many headaches, fund raising can be an exhilarating experience. Your best chance for success is through determination and the setting of goals, through selection of the most suitable approaches to securing funds and through complete involvement of those who want the tour to be successful.

CHAPTER II

BASIC PREPARATIONS

Adequate preparation is the key to a successful sports tour. Once the terms, schedule and financial arrangements of a tour are set, you still have lots to do before your group can go abroad. A hasty, last minute scramble to get ready will fray the nerves of the coolest coach and athlete. If at all possible, try to complete your preparations well in advance of the departure date.

A good first step is to draw up a checklist (see Appendix IV) of all the things to be done; then follow it rigorously.

This chapter covers basic items on your checklist: tickets, passports, visas, immunizations, health measures, money, insurance, customs, mail, clothing and equipment, gifts, packing and freight. It first considers whether you should send an advance man and take interpreters.

1. Advance Man?

Some coaches advocate sending an advance man to pave the way for a tour, particularly if you have a large group. This may be a luxury that some teams and organizations cannot afford, but there are advantages. The ideal advance man not only knows his sport but has administrative and public relations skills. He can meet with local sponsors to assure the formation of a sound and sensible athletic program and iron out any misunderstandings, particularly over finances, that may have arisen in initial communications. He can explain the purposes and motives of the tour to local athletic and civic leaders and assist the tour's sponsors in publicizing the coming visit of the US group. He can verify that housing and other administrative arrangements are satisfactory, check athletic facilities and even scout your opponents' playing ability. Finally, he can pick up information and background material to present at the orientation session when your group arrives in each country. He can save you a lot of trouble!

2. Interpreters?

Although many foreigners have a fair to good knowledge of English as a second language, and international sports federations can sometimes provide interpreters, language barriers remain a problem. Some touring groups have taken their own interpreter with them and highly recommended this practice upon their return. The services of professional interpreters can be expensive, however, and you can count yourself as fortunate if some of your athletes are language students or have learned a second language at home so they can act as interpreters for the group. Whether professional or amateur, the interpreter who understands the culture of the area to be visited can be of the most help to you.

3. Tickets for Air Travel

Before you get too far into your preparations, make sure you can get to where you want to go. If you plan well in advance and have firm engagement dates for your entire itinerary, you can pick your rest stops and purchase roundtrip tickets with confirmed reservations. When you have a choice of flights, a non-stop or direct flight is naturally preferable to one involving stops or plane changes at intermediate points.

You may find the services of your local travel agency to your liking, or you may prefer to deal directly with the airline of your choice. As a practical matter, US airlines have had more experience in moving groups of American athletes and their equipment than foreign airlines. It is also appropriate for a representative American team to arrive overseas, particularly for a transoceanic arrival, on a US carrier. For in-country and some continental travel abroad, you may have to use foreign carriers.

Once the tickets for your group are issued, you should keep them in your possession throughout the trip. A roster (many copies) of all those traveling in your group will be useful at airport check-in counters and other places.

4. Passport and Visa Requirements (as of February 1975)

A valid US passport is needed to leave or enter the United States unless your tour is confined to the Western Hemisphere. Most countries, including about a dozen in Latin America, require foreign visitors to have passports.

For lawful travel to Cuba, North Korea and North Viet-Nam, a US citizen must bear a passport specially validated by the Secretary of State for this purpose. If you have been invited to participate in international sports events in any of those three places, do not make any commitment or plans until you have consulted the US Passport Office, Department of State, Washington, D.C. 20524.

Many countries also require visas for visitors. A visa is an official stamp in a passport permitting legal entry into a given country for a specific period of time. Visas, when required, are usually good for one trip only.

Countries not requiring either passports or visas often want to see proof of citizenship, such as a birth certificate. Several countries in Latin America require a tourist card in lieu of passport and visa. This type of admission is generally good for 90 days.

Regardless of requirements, a good rule is to assure that each member of your group has a valid passport.

5. How to Verify Passport and Visa Requirements

Travel agents and international airlines normally have up-to-date information about passport and visa requirements for all countries of the world.

Another good source is the US Passport Office Form M-264, Visa Requirements of Foreign Governments (see Appendix V). It includes information about tourist cards. Form M-264 can be obtained from the Passport Office, Passport Agencies, Post Offices and clerks of court without charge or purchased from the Government Printing Office for 25 cents per copy.

Visa and passport requirements can change at any time. When in doubt, check with consular officials of the countries to be visited (see page 15). This is especially important if your team will play for money or if you expect to raise money abroad.

6. Where to Obtain Passports

Everything you need to know about applying for a passport is in the State Department brochure, You and Your Passport (GPO, 35 cents), including where to obtain forms to apply in person (Form DSP-11) or by mail (Form DSP-82).

Application can be made to:

1) US State Department Passport Office in Washington, D.C. and Passport Agencies (Boston, Chicago, Honolulu, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco and Seattle -- see your local telephone directory under "US Government").

2) Many federal or state courts (check with the clerk of the nearest court).

3) Designated Class I Post Offices (over 900 locations coast to coast -- check with your local Post Office).

It is always advisable to apply for passports a few months before your departure, but it is particularly important during the summer tourist season and when visas are needed.

7. Documentation for Passport Application

You and Your Passport has all the details, but, in brief, you need:

1) Proof of Citizenship. This can be a certificate of birth in the United States; or, if born abroad, a Certificate of Naturalization or Citizenship or a Consular Report or Certification of Birth; or a previously issued passport. If you can't obtain a copy of your US birth certificate, present a statement of no record from the birth registrar and submit other evidence such as a baptismal certificate or affidavits from persons who know the facts of your birth. If in doubt about how to get a birth certificate, see Where to Write for Birth and Death Records -- United States and Outlying Areas (GPO, 35 cents).

2) Identification. This can be a previous passport, driver's license, government ID card, certain other passes or documents with your signature and description or picture, or again, someone who knows you and can properly identify himself.

3) Photographs. You will need two identical front view photos, 2-1/2" x 2-1/2" to 3" x 3", taken within six months of the date of application and signed on the left-hand side. Extra photos could be used for tourist cards and possible visa applications as well as for publicity purposes while on tour.

4) Fee. A passport costs $10; in addition, you pay a fee of $3 to the person executing your application (not required for applications by mail).

8. Mutilated, Lost or Stolen Passports

A passport is valid for five years from the issue date unless specifically limited to a shorter period. You should sign it on receipt and fill in the front inside cover, but do not alter it in any other way. A mutilated or altered passport can lead to an investigation; if there is evidence of illegality, prosecution may follow.

Impress upon all members of your group that a lost or stolen passport creates considerable trouble and inconvenience for both the individual and the US Government. If a passport is lost or stolen overseas, the facts must be immediately reported to the nearest US consular office as well as to the local police. If it happens in this country, the loss or theft should be reported to the Passport Office.

The consular office or the Passport Office will not issue a replacement passport routinely. The applicant must file a detailed statement of the circumstances of the loss, and an attempt will be made to verify his statement.

Your team roster should include basic data from each passport (number, date and place of issuance) in case you have to report a lost or stolen passport to consular officers or police (see Appendix VI).

9. How to Obtain Visas

If a visa is required for a certain country, you should apply to the consular section of that country's embassy in Washington, D.C., or to its consulate if there is one in your city or area (check your phone book).

Two Department of State publications useful in contacting foreign embassies and consular offices are Diplomatic List (GPO, $1.50) and Foreign Consular Offices in the United States (GPO, $1.15). A street address, however, is not necessary in writing to embassies or consulates.

Visas are normally obtainable by mail. In general, you will have to surrender your passport to the foreign consular officer along with completed visa application forms and supporting documents for periods varying from several days to several weeks for your application to be processed and the visa entered in your passport.

10. Special Visa Situations

One major US sports organization which has had extensive visa dealings with Eastern European and other consular officers offers the following advice: "Apply for visas 60 to 90 days in advance of your departure. If the time gets short, particularly if you are taking a large group of athletes to an Eastern European country, take all of the passports, forms and documents in person to the embassy or consulate for direct service. You may have to spend a few hours there, but you will be on hand to take care of any problems that may arise."

In working out arrangements with any foreign national sports federation, but especially with those of Eastern European countries, ask that their embassy or consulate be authorized to issue "courtesy" (no fee) visas to your group. If the consular officer tries to charge you a fee, remind him that you have been invited to his country by an official organization. Consular officers will invariably insist that you present your letter of invitation from the national sports federation before they will issue the visa or waive the fee.

If you obtain a passport validated for travel to Cuba for international competition (see page 12), you will have to arrange with the Cuban authorities for the issuance of your visas through an embassy of a third country in Washington, D.C. (one US sports group recently got its visas through the Czechoslovakian Embassy).

11. Vaccinations

Many countries require visitors to possess a valid International Certificate of Vaccination (US Public Health Service Form PHS-731) against smallpox; some countries also require it against yellow fever and cholera. At present, no inoculations are needed to travel to Europe, but this situation could change with the sudden occurrence of an epidemic. The requirements of countries you plan to tour should be verified with your local health department well in advance of departure.

For return to the United States, a smallpox certificate is required only if, within the previous 14 days, a traveler had visited a country reporting smallpox. There is no US entry requirement for yellow fever or cholera.

Form PHS-731 is available from the US Public Health Service or from state or local health departments. For smallpox, a certificate signed by a licensed physician is valid for three years, beginning eight days after the date of a successful primary vaccination. For revaccination, validity begins on the date of revaccination.

A good place to carry your certificate is inside the back cover of your passport, secured with a rubber band.

12. Other Immunizations

Specific information on required and recommended immunizations and prophylaxis for travel to all areas of the world may be obtained from your local or state health department. For some areas, public health experts recommend tetanus, typhoid and polio inoculations as well as gamma-globulin for hepatitis prevention. Malaria prophylaxis is essential for certain areas. Since these "shots" may produce temporary adverse physical reactions affecting your athletes' performance, you will want to assure the early completion of their inoculation program (the basic series of typhoid inoculations takes two doses, four weeks apart).

13. Medical and First Aid Kits

If you do not have a team physician with your tour, you should prepare a basic medical kit for group use (see Appendix VII). Depending on the area where you will travel, special attention should be given to malaria suppressants, anti-diarrhea pills, water purification tablets and salt tablets. If you are going to an insect-infested area, add chemical repellants to the kit.

For large groups, some small first aid kits should be taken in addition to the basic medical kit. These can be distributed among your staff or selected members of the team and carried with their personal baggage.

14. Prescriptions

Because certain essential drugs may be difficult to obtain abroad, or known by other names, individuals requiring medication should carry a typed copy of the prescription in addition to an adequate supply of the medication for the entire trip. In some instances, this prescription must be filed with the officials in charge of a competitive affair. Otherwise -- depending upon the rules -- forfeiture could result, as was the case with a US swimming gold medal winner in the 1972 Olympic Games. Similarly, copies of lens prescriptions for glasses should be carried in case of breakage or loss. Bringing along a second pair of glasses would also be wise.

15. Traveler's Checks and Credit Cards

You should advise your tour members not to carry much cash on their person. Fifty dollars is a good limit; beyond that, traveler's checks are recommended. They can be purchased in most domestic banks and in branch offices of US banks abroad. If a careful record is kept of the check numbers, and carried apart from the checks themselves, lost or stolen traveler's checks will be refunded.

A number of major US credit cards are acceptable worldwide. In fact, tour leaders should make it a point to carry an internationally recognized credit card, e.g., American Express or BankAmericard, for emergency use, if not for shopping.

As in the United States, these cards must be protected carefully while you are abroad. If a credit card is lost or stolen, a report should be filed immediately with the local police and with the credit card issuer if it has an overseas branch in the city of loss. If not, cable the issuer's home office. The credit card holder is not held responsible for fraudulent charges made after the issuer is notified of the loss. If fraudulent use of the card is made before notification, federal law limits the holder's responsibility to $50 in charges.

It is a good idea to buy a small amount of foreign currency, including small change, before leaving for abroad. This can be done at many US banks or at foreign exchange offices at international airports. This will not only introduce tour members to rates of exchange, but will also provide pocket money for taxis, telephone calls and tips upon arrival in a foreign country.

16. International Driver's Licenses

Some countries, particularly in Europe, recognize valid US driver's licenses, but many do not. You and a few other members of your group may want to carry international driver's licenses to use in an emergency or to rent cars for sightseeing.

The authorized issuer of international driver's licenses in this country is the American Automobile Association, which has offices in most cities. To obtain a license, you must present an application, a valid US driver's license and two passport-size (2 1/2" x 2 1/2" to 3" x 3") photographs. The fee is three dollars. Application can be made by mail with a Xerox copy of your driver's license usually being acceptable.

17. Insurance

Tour members are normally covered with health and personal injury insurance by the sponsoring organization. The coverage should include all modes of full travel time for group members while away from home and while they are a part of the official team or group. It is advisable that tour members also obtain at the airport an airline travel policy before departure. Personal belongings are usually insured up to $300. Expensive jewelry, watches and cameras should be left at home.

18. Customs

All articles acquired abroad and in your possession at the time of your return must be declared to a US Customs inspector. Some pre-travel study of the US Customs Bureau booklet, Know Before You Go, Customs Hints for Returning US Residents, may save your athletes money and trouble when they return from abroad. This publication is available without charge at Passport Agencies and, if you want multiple copies, from the GPO at 55 cents per copy.

19. Mail

Letters from home are good for the morale of young athletes on a long tour, but getting mail to them when they are on the move is a problem. A comprehensive tour itinerary, with arrival times and addresses at each stop, should be given to group members before departure for distribution to their families. It will also help them to make contact in case of emergency (see Appendix VIII for model itinerary).

Families should be advised to airmail letters only to addresses (hotels, American Express, etc.) in cities on the international air routes used for the tour. Letters should be posted several days before the group's arrival in each city. The mailing address will usually be something like this:

Mr. John Doe
University Baseball Team
c/o Hotel ________ or American Express
City, Country

Delays do occur in international mails, however, and tour members should be cautioned that mail might well not catch them.

20. Packing for Departure

Savvy tourists always travel light. This is good advice for sports tours, particularly long ones. By beginning the trip with personal baggage weighing less than the air economy class limit of 44 pounds, you avoid excess baggage charges and can add some shopping and souvenir purchases en route.

21. Athletic Wardrobe

Past group experience indicates that male track and field performers, for example, should be issued the following basic clothing and gear (see Appendix IX for model measurement form):

> One blazer, one pair slacks, one necktie, two dress shirts, one competitive suit, one warm-up suit, one pair track shoes, one pair practice shoes, two T-shirts, several pairs socks, two athletic supporters and a tote-bag.

Comparable wardrobes, as appropriate, will be needed for other sports and for women's teams. The list will also have to be modified according to length of trip and ease of replacement (some items are hard to find in certain countries).

It is important that outfitting a team or group be done well before the departure date, particularly when a change of climate has to be taken into account or all new material is issued. It may take some time to get sizes adjusted and shoes broken in. This also applies to personal clothing.

22. Personal Wardrobe

This suggested personal clothing can be coordinated with athletic wardrobes:

> Several drip-dry shirts or blouses and slacks or skirts (don't take skin-tight Levi's or Chinos to the tropics), several ties, a light sweater (summer nights are surprisingly cool in desert and mountainous areas), a lightweight cloth raincoat, a lightweight suit (whose coat will blend with various slacks or skirts), socks or stockings, underwear, several handkerchiefs and a pair of sturdy shoes (two pairs for heavy rainfall zones).

Tour members will thus be able to dress satisfactorily for luncheons, receptions and other social events as well as for casual occasions and sightseeing. In general, standards of dress abroad are more formal than in the United States.

Each athlete should have his own nylon laundry bag; folding plastic hangers and a lightweight but strong clothesline are also useful. If any Beau Brummels in your group resist the idea of drip-dry clothes, remind them that while laundry and dry cleaning services are available in many areas, the group's itinerary may prevent them from using these services. Dry cleaning is frightfully expensive overseas and "24-hour service" is rarely available.

23. Personal Items

Toiletries can be carried in a small zippered bag with an identification tag. Tubes and plastic containers are more secure than aerosol cans or glass bottles. Some travelers like to carry their own bar of soap and wash cloth; others also take shower slippers to deter athlete's foot.

Athletes who want to take their favorite electric shaver or hair dryer can probably use them in many modern hotels around the world, but it is smart to buy plug adapters before you go and to pack a safety razor too. On the other hand, do not take an electric alarm clock. A small, folding, non-electric travel type is better if you do not want to have to depend on the vagaries of early morning calls and electric currents in hotels (you will often encounter 220-volt, 50-cycle direct current overseas).

Experience has proved the usefulness of a generous supply of pocket-size tissues, stationery and ball point pens. Also toss in several rolls of masking tape and some felt-tipped "marker" pens. These serve a variety of purposes and do not appreciably add to the weight and volume of baggage.

Some needed items may be forgotten. Not to worry -- these usually can be obtained in airport and other shops around the world.

24. Material for Gifts

Some thought should be given to the kinds of gifts that you and individual members of the group could take along for presentation purposes. The exchange of inexpensive presents between heads of visiting and host groups and between individual athletes has become standard practice at many international sports events. Also, if you know that a local sponsor plans for your group to stay in private homes rather than a hotel, each member should take a small "thank you" gift for the host family.

The gift that the leader of the US team or delegation presents to his host or foreign counterpart can be symbolic of the friendship between their two countries. It could be an inscribed plaque or a US flag (not the small souvenir size but large enough to be mounted on a wall or pole). On a more modest scale, it could be a pennant or a set of sports posters.

Individual athletes may give their opponents small souvenirs such as lapel pins or buttons, arm patches, miniature US flags, imprinted ball point pens or other novelties. If the host group is small, more substantial gifts may be feasible, such as caps or imprinted T-shirts.

In developing countries, the local athletes may appreciate practical gifts more than mementoes. A US swimming coach who took a team to Latin America suggested goggles and kickboards in lieu of pins and patches.

Whether these materials can be carried as personal baggage or included in your freight would depend on their bulk and weight.

25. Freight: A Real Drag

If you are taking heavy equipment or training aids (see page 61), you will probably have to ship this material as air freight. Many leaders of sports tours report that freight was their biggest headache abroad, and they advise giving great care to each detail of its handling. It is frustrating to have to make do with a handful of worn baseballs, for example, while a case of brand-new balls is trailing you around the world in delayed or misdirected air freight.

26. Freight: Rates and Crates

To avoid excessive freight costs, cut your gear to a minimum. The cargo department of the airline you will use for your first transoceanic hop will advise you, check regulations and prepare the waybill, insurance and other documents for the initial freight movement of your tour.

Subsequent freight movements will be handled by each airline you use, but you can prepay the freight costs of the ongoing segments of your travel. For this purpose the initial carrier will issue a "miscellaneous charge order" based on estimated costs. This obviates the need to take funds along to pay for each freight shipment, but you would, of course, have to pay the difference if you encountered rate increases and unfavorable currency revaluations en route or acquired additional freight.

Carefully check the tariff rates for your particular equipment; rates may be applied by weight or by volume, depending on contents. Freight rates run much lower than excess baggage rates, so your gear should almost always go as freight on long flights. Occasionally it is relatively inexpensive (and more convenient) to carry small amounts of equipment as excess baggage. It is also surer because air freight can be "bumped" by air mail and other priority cargos.

International air carriers, under tariff citation 9206 of the International Air Transport Association, publish special commodity rates at substantial savings for transporting sports equipment to most international destinations. Some destinations, however, have higher rates for both cargo and excess baggage.

Container dimensions are important because airlines around the world have precise limits on the size of objects they will accept. Such items as javelins, vaulting poles and rowing shells and oars will give you and the airlines special problems.

Waterproof containers are desirable, particularly for tropical areas where your freight may be exposed to heavy rains. Their durability and reuseability are important too. Many airlines can sell you standardized lightweight containers which are more secure and efficient than homemade crates.

27. Freight: Packing and Papers

When preliminary arrangements have been made with your carrier's cargo people, you or your equipment manager should oversee the packing of equipment. Distributing complete sets of your gear among several small containers rather than cramming it all into one large container will make it easier to handle, and your tour will not be crippled if a container is lost en route.

List the contents of each container, making extra copies of the list so you can inventory your gear at each stop. Do not tempt potential pilferers by identifying valuable contents on the exterior of a container. You can add decals of your team's monogram, some other symbol or a colored tape to all pieces of baggage and freight to help you pick them out in a crowded depot.

Clearly label (felt-tip pens are good) or stencil the following information on each container: 1) your group's name, 2) the group's home address and 3) the airport of destination (to be changed for each movement).

When the packing is completed, the size, weight and contents of the containers can be telephoned to the airline cargo agent who will prepare the shipment's papers. You or he can also arrange for a truck to pick up the shipment and deliver it to the outbound freight terminal. For valuable cargos, you or your representative may want to be on hand for the weigh-in at the terminal.

Finally, you should go to the air freight counter to receive your copy of the waybill and its accompanying documentation. Verify that all is in order and that the insurance covers ground as well as air transportation overseas. For unusually valuable items, you may want to buy additional insurance above and beyond the regular coverage.

Apropos of coverage, the Civil Aeronautics Board's booklet, Guide to Air Shippers' Rights (GPO, 40 cents), has additional information on air freight, particularly about insurance and claims.

CHAPTER III

MENTAL PREPARATIONS

A fast moving sports tour admittedly is not the ideal way to get to know other peoples and countries well. That takes time -- often years of study and residence abroad. Nonetheless, a sports tour provides valuable glimpses into and contacts with other societies that will open up new perspectives for your athletes and those they meet and lead to greater mutual understanding. It is a learning opportunity for both sides.

Americans will have a better chance of making friends abroad during these brief encounters if they have some advance knowledge of the living conditions, customs, traditions, religious beliefs and political sensitivities of their hosts. At a minimum, such awareness may prevent unpleasant incidents.

You and your athletes can acquire knowledge abour foreign countries and some insight into their peoples by pre-trip reading, collecting material for in-travel use, language study and briefings by people who "know the territory." This chapter suggests some guidelines on these mental preparations for a tour and includes some ideas on what an American should know about his own country in his contacts with foreign nationals.

1. Pre-Trip Reading

Your school or public library is a good place to start. Much material on foreign countries can be obtained from other sources, such as the Government Printing Office, foreign embassies and tourist offices, travel agencies, the National Geographic Society and the Organization of American States. The addresses of some of these sources are in Appendix III.

If time is short, a lot can be learned by browsing through commercial tourist guides. The Fielding, Fodor, Holiday, Michelin, Pan American, TWA and other guides offer detailed information about foreign countries. Most of these guides are updated each year and are available in bookstores and libraries.

The more serious nonspecialist reader may be interested in Area Handbooks, a series of studies of about 90 countries. Each handbook describes a country's social, economic, political and military organization, including its cultural and historical origins and the role these play in the contemporary society. These volumes are available from the Government Printing Office at an average cost of six to seven dollars each. Their contents does not represent the official view of the US Government as the handbooks are researched and written by an interdisciplinary team of the Foreign Area Studies Program of American University in Washington, D.C.

2. Information Kits

Using the sources indicated above, you can collect material for a travel kit: books, brochures, maps, language guides and dictionaries currency converters, etc.

Particularly handy are the State Department's Background Notes on the Countries of the World, a series of about 160 short, factual pamphlets on each country's land, people, history, government, political conditions, economy, foreign relations and US policy. See Appendix X for an index of the Notes and how to order them from the GPO.

3. Learning a Foreign Language

Despite the optimistic advertisements of certain commercial language courses, only the exceptional student can learn a foreign language in a few weeks or months. What the average person can do, however, is master some of the basic words and phrases of the languages of countries to be visited. The members of your tour should be encouraged to do so. All of you will enjoy communicating with other peoples, and they will be pleased that you considered it important to make an effort to learn their language.

Records, cassettes or tapes for "crash" courses in languages can be borrowed from large public libraries or purchased at many bookstores and record shops (but they are fairly expensive). Handy pocket-sized language guides (see page 76) or "dial-a-phrase" wheels are available from the GPO, bookstores and airlines and may be added to travel kits.

Those who want to make an all-out effort to acquire speaking ability in a foreign language (assuming a lead time of six to twelve months) should probably take a university or commercial course with native speakers as teachers. For home study, they may want to consider the text and tape (cassette or reel) materials prepared by the Foreign Service Institute, in-service training center of the Department of State. The texts and tapes are available from the National Audiovisual Center (see Appendix III); the texts can be purchased separately from the GPO.

4. Briefings

Groups preparing for departure should take advantage, where practicable, of first-hand information available from American scholars who have studied abroad, foreign scholars, students and military trainees in this country, foreign diplomatic and consular officers and Department of State and USIA officers. They can be contacted in various ways:

1) Scholars and Students. Ask the heads of the departments of social and political science and foreign languages at the nearest university or college. They can identify the best qualified foreign or American professor for your needs. Try the "Foreign Student Adviser" on campus to find a knowledgeable and articulate student. The best possibilities for help from scholars and students are probably at universities with specialized centers for foreign language and area studies.

2) Military Trainees. Write to the commanding officer of the nearest US military installation. For example, when a recent tour group assembled at the AAU headquarters in Indianapolis, several Iranian army officers taking a course at nearby Fort Benjamin Harrison provided excellent orientation for the group.

3) Diplomatic and Consular Officers. Send your request to the cultural counselor of an embassy if you are reasonably close to Washington, D.C. Also, there are foreign consular officers in many US cities (see page 15). Note that some consular officers have "honorary" designations, i.e., they are often US citizens representing foreign countries. Since they have probably never resided in the countries they represent, you should try to get the service of career officers for briefings.

5. Consultations with Colleagues

Where possible, consult fellow coaches who have led sports tours over the same ground you will cover. In addition to substantive details about their own trips, they may pass on useful advice for dealing with your hosts. Your national sports body or athletic conference will probably be able to put you in touch with an experienced hand who can give you some feel for the countries and peoples you will visit. If you can't get together with him, perhaps he will send you a copy of the report on his tour.

6. "Putting Yourself in the Other Guy's Shoes"

Veteran tour leaders say that making a reasonable effort to analyze and understand the foreign point of view often pays off in a good working relationship with one's counterparts in the host country. This means being able to step outside the American world view and recognize that national perspectives vary and that there are good reasons why other peoples think, talk, act and react the way they do. By doing some homework, by being patient and by acquiring the knack of shifting your thinking to that of another national perspective -- perhaps two or three of them during a single tour -- you and your athletes will have gone a long way toward preparing yourselves to be good sports ambassadors.

7. American, Know Thyself!

Americans who go abroad to visit or reside also need to know their own culture before they can begin to understand what motivates other societies. At the same time, whether or not they are conscious of it, they will be looked upon by foreigners who meet them as representatives of their country, its people and way of life.

Without a good working knowledge of their own country and its values, your athletes will be at a disadvantage when faced by the many serious questions that will inevitably be put to them by interested people overseas. To be able to cope with such questions, it is helpful for an American to have, in addition to a useable fund of information, a coherent way of thinking about his own culture -- a mental framework or base from which he can compare and study a foreign culture. The remainder of this chapter proposes some ways the members of your group can strengthen that framework.

8. American Values and Thought Habits

One of the benefits of overseas travel is the occasion it gives one suddenly to see and understand facets of American life so taken for granted as not to be noticed before. The United States is a pluralistic society; yet Americans have their own national character and their particular ways of thinking and reacting to life. The worth of the individual -- his life and personality -- is undoubtedly the most important central theme in American society. It provides the basic value orientation for the country's style of family life, education, government, justice, work and play.

Another central theme is optimism (however erode[illegible]n recent years) -- a tendency to believe that something can be done and that there will be a happy ending (why Americans are often impatient with others who are not so solution-oriented). This optimist-activist orientation explains the American outlook on education and knowledge itself. The American easily believes in applied knowledge and applied science. He has egalitarian assumptions in dealing with other people and more often than not thinks of himself as "middle class." He values achievement (whence the great confusion abroad over the charge that Americans are "materialistic").

Consistent with these central themes, Americans value self-reliance and a sense of individual responsibility for one's circumstances. They believe work is basically good and place high value on youth, energy, competition and progress. Americans treasure privacy, yet appreciate the ability to make acquaintances quickly and easily with many kinds of people. Americans believe in voluntary organizations and are avid joiners; they face problems by forming committees.

Awareness of these and other general themes of American life can help your athletes to observe, evaluate and understand the societies they encounter overseas. For example, only if they are intellectually aware of the role competitiveness plays in American schooling, sports, business and politics, are your athletes apt to note the manifestations of its absence in a culture that believes an individual victor offends all those who lose.

9. Lectures, Outlines and Reading

If you have a university or college group, you may be able to arrange with your political science and other departments for a short series of lectures surveying the development of American culture. Perhaps the heads of departments will assemble for your team a set of outline papers on key aspects of America: history, politics, economics, education, religion, literature, art and architecture, theater and films as well as contemporary issues.

There is a vast body of literature on American society, and picking the most useful reading material is a real problem for anyone. This handbook makes no pretense of putting together a definitive reading list for your athletes, but most university and public librarians can give them guidance through the labyrinth of books and articles on America "as a civilization."

Since it is likely that your athletes will have time for only one book on this subject, a good choice might be Daniel J. Boorstin's The Americans: The Democratic Experience (New York, Random House, 1973), the final volume of a trilogy. The first was The Americans: The Colonial Experience; the second was The Americans: The National Experience (both by Random House in 1958 and 1965 respectively and available in paperback). All three volumes have extensive bibliographical notes (78 pages in The Democratic Experience). Reading Alistair Cooke's

America (New York, Knopf, 1973), which was developed from a TV series, is a pleasant way to refresh the memory of those who have not taken any US history courses lately.

Some idea of what foreign observers are thinking about the United States would also be helpful to your athletes. Again, there are many books on the market, but three recent ones by Frenchmen (de Tocqueville lives!) have been more widely translated and discussed than most others. They are: 1) Jean J. Servan-Schreiber's The American Challenge (New York, Atheneum, 1968), 2) Jean-Francois Revel's Without Marx or Jesus: The New American Revolution Has Begun (New York, Doubleday, 1971) and 3) Raymond Aron's The Imperial Republic (Englewood Cliffs, N.J., Prentice-Hall, 1974).

10. Questions Asked of Americans Abroad

Americans visiting or residing overseas may be repeatedly asked more or less stereotyped questions about the United States. Appendix XI has a sampling of such questions prepared by the State Department's Foreign Service Institute. The sample questions largely concern Latin America, but analagous topical and emotional questions will come up everywhere. All of the questions have a thread of logic; some are frankly hostile; others are not. Most of them exploit facts or half-truths well known to the public and reflected in the media.

Politeness may inhibit people from asking some of the more provoking questions, but all of the questions represent areas where there is frequently sincere curiosity or misconceptions on the part of your hosts. Americans going overseas who take the trouble to prepare themselves for such questions will be able to handle themselves better and perhaps favorably impress even unfriendly questioners.

There are no stock or canned answers to these questions. Each American can best answer them on the basis of his own knowledge and experience. The US Government, of course, has taken a position or is pursuing a policy on many of the issues illustrated by the list of questions, but individuals on private tours are expected to speak for themselves.

11. Coping With Anti-Americanism

In some areas and countries, aside from nationalistic feelings expressed during athletic competition, your athletes may come up against a certain amount of anti-Americanism or even calculated antagonism in their social and informal contacts with host country nationals. The Foreign Service Institute has prepared some suggestions for answering critics of the United States abroad. Excerpts from the Institute's suggestions follow:

"1) Don't argue. Since your purpose in carrying on a discussion with an anti-American is to try to change to some degree his attitude toward the United States and things American, you must avoid any action which will turn the discussion into an argument.

"2) Answer with a 'yes, but.' Probably there is no more sure way to get a person's back up than to contradict flatly some statement that he has just made. Instead, it is better to say, 'Yes, I can understand how you feel, but have you thought of...etc.'

"3) Draw on your own experience. Getting the discussion down to personal experiences helps to escape the pitfalls of talking in broad general principles. In this type of response, you are not trying to prove too much, but are establishing the basis for a pleasant discussion which hopefully will end with the questioner feeling that he may have been a little hasty in coming to the conclusions he had before he talked with you.

"4) Try to get the discussion out of an exclusively American context. Often the critic will bring up items which are rather universal problems of human beings the world over, such as racial prejudices or discrimination, and present them as though they were something on which Americans have a monopoly. Failure to take the obvious steps to get the issue into proper perspective can make it difficult to carry on an intelligent discussion of the problem and the steps we are taking to deal with it. This does not mean that you should make comparisons with the situation in the questioner's country in which you are a guest. However, you are likely to find yourself very much on the defensive if you do not do something about getting the matter into perspective as a human problem which has a definite manifestation in America. It is well to remember that questions which may seem to you to be highly provocative and irritating may not be intended that way by the questioner. They may have been directed to him in that form and he is honestly trying to find the answer.

"5) Be reasonable. Your manner will be remembered long after your words or discussion points. If you show that you are willing to give courteous consideration to the critic's point of view, you will leave a favorable impression on the critic and other participants in the conversation. Candor is often the most

> useful; if you don't know very much about the subject, say so frankly and try to steer the discussion to a theme upon which you can offer something constructive having relation to the subject brought up by the questioner. Even where the question is on something very specific on which you may not be informed in detail, you can carry on an intelligent, reasonable, and rewarding discussion if you have a good grasp of general background factors connected with the subject. Often it is useful to seek the questioner's point of view in detail and his reasons for it. Quite often you will be able to say that there are some people in the United States who agree with his point of view, but on the other hand others feel differently for the reasons you then list. This device of taking the discussion over into the realm of opinion of various groups in the United States can be very helpful at times. Expression of appreciation of things which are good in his country should be inserted judiciously into the conversation to establish rapport and your breadth of view. Remember that you are not always going to convince everyone in one sitting, but you will have gone far if you leave the impression that there is something in the US point of view."

The above suggestions, if consistently applied with good humor, will help anyone to carry on a forthright discussion with an anti-American person. With a little practice, your athletes will develop some skill in the art of finding a common ground which will serve as a springboard for changing a critic's attitude and perceptions.

12. When You Are on the Defensive in a Discussion

In a few places, however, you may encounter particularly intractable critics who cannot be turned away from pursuing a line of questioning that has you on the defensive. In such cases, try to break off the conversation by offering to get more information for the questioner and arranging a definite meeting time when you will have the data for him. Then get to the local USIS library where reference material on virtually every subject can be secured quickly and without much research or extensive study on your part. You may be able to get your answers even quicker if the Public Affairs Officer at the USIS post has a Talking Paper (USIA-prepared series on current issues in question and answer form) on the topic in question.

The American who takes time to read up on such "hot" topics as energy, multinational corporations, poverty, foreign aid, race relations, the equal rights amendment, etc., memorizing some up-to-date facts and figures in the process, will probably have an edge in dealing with importunate questioners. Care must be taken, of course, not to embarrass anyone -- and not to let a momentary success in give-and-take draw the American too deeply into discussion of a topic on which he is not fully informed.

13. Some More Sources of Information

Being "fully informed" in these days of the information "explosion," even about one's own country, is for all practical purposes not humanly possible. The most you can expect of your athletes is that they take a reasonable crack at brushing up on their knowledge of the United States before going abroad.

If home, school or library sources fail, members of your group interested in knowing the US position on specific foreign policy issues can request information from:

Office of Media Services (PA/MS)
Public Correspondence Division
Department of State
Washington, D.C. 20520

If any of your athletes has questions about the Federal Government or about domestic problems dealt with by Federal departments and agencies and is not sure which of hundreds of offices can provide an answer, he can ask such questions of a Federal Information Center by phone, visit or mail. The Center will get the information he needs or refer him to the expert who can. The Federal Information Centers operate in 37 metropolitan areas, with 37 other cities connected by toll-free telephone lines. Check your local or area telephone directory under "US Government."

Should the rush of getting ready for a tour preclude any preparatory reading, you can do worse than throw a good almanac (about 24 ounces) into your personal baggage for free moment reading and reference. For example, the 1975 edition of The World Almanac, published by the Newspaper Enterprise Association of New York and Cleveland, has much useful material. It has summary information about the United States and all other countries, a color section of world flags and maps and many miscellaneous facts and figures, including about 90 pages of sports records and data.

14. Shortcut to Cross-Cultural Wisdom

If the many references above to reading material have jaded your appetite for knowledge, there is a useful shortcut. Read Learning to Live Overseas (GPO, 55 cents), a 35-page Department of the Army pamphlet. Written in 1964, but reprinted in early 1975, it is valuable for its common sense guidance on how to assess one's own and a foreign culture.

CHAPTER IV

TEAM AND INDIVIDUAL CONDUCT

Veteran coaches and tour leaders strongly recommend that each member of an American sports tour going abroad be imbued with the idea that through his words and actions he is a sports ambassador who will be regarded by foreign nationals as a reflection of the attitudes and behavior of all Americans.

This chapter discusses personal conduct on and off the field of competition. It also has some "do's and don't's" which have been found to be useful in certain situations and countries. Perhaps it will help you and your group members to be good sports ambassadors.

1. Philosophy of the Leader or Coach

The tone of an international sports tour is set by its leader. Athletic associations and individual coaches have varying philosophies about engaging in competition abroad.

Coaches obsessed with winning may find that their players become stale and edgy in their pursuit of victory, that their behavior as guests of a host country may be considered rude, that their presence may engender little goodwill. On the other hand, the coach who takes an excessively informal approach to athletics may also lose goodwill. For example, one coach was criticized in the local press abroad for permitting his players to smoke between matches within sight of the spectators. Another group, relatively undisciplined and without strong leadership, behaved so poorly that they became the subject of an article, "Ugly Americans in Paris."

Obviously there is a middle, common sense way between the extremes cited above. This way -- the one that most coaches take -- will satisfy your players' desire to excel in competition while at the same time winning the goodwill of their hosts abroad. It requires unfailing courtesy, respect for the rights of others, impeccable behavior and, most of all, fair play in competition.

2. Fair Play as the Essence of Sport

With a tradition of leadership and good sportsmanship in international competition, American athletes rarely need reminding of the need for fair play. Nonetheless, you and your group members may find food for thought in this excellent definition by the French Committee on Fair Play:

> "Fair play is an ever-present awareness that the opponent is above all a partner in the game, to whom

> one is bound by the companionship of sport. It is a form of self-respect shown by: straightforwardness, a spirit of fairness; respect for the opponent, whether winning or losing; respect for the referee and the umpire and a steadfast spirit of collaboration with them; sportsmanship without ostentation; a firm and dignified attitude when the opponent or the public does not play fair; modesty in victory, equanimity in defeat. It is a spirit of generosity towards the opponent creating a warm human relationship."

3. Guidelines for Conduct on Tour

Many American sports groups lay down guidelines for coaches and athletes going abroad under their sponsorship. For example, one major organization asks all personnel taking part in its sponsored or approved tours to acknowledge a "statement of conditions" for participation. The following summary of these conditions, which can be modified to meet the needs of various organizations, may be useful:

> "The leadership of the tour will be the coaches and managers selected by the National Committee. The primary function of the coaches, managers, physicians and trainers is the welfare and conduct of the athletes off and on the field of competition.
>
> "All coaches, managers, physicians, trainers and athletes must also --
>
>> "Conduct themselves at all times as goodwill ambassadors.
>>
>> "Wear the official team uniforms at all athletic competitions and official functions.
>>
>> "Attend functions, meetings, banquets or parades whenever possible.
>>
>> "Remain with the team until the team competitions are completed.
>>
>> "Accept gracefully housing and food provided by the host country.
>>
>> "Accept the transportation provided."

4. Great Expectations

At the beginning of a tour, you may wish to explain to your team or group what is expected of them in their conduct abroad. Prior to taking a baseball team to Colombia in 1973, Coach Jack Stallings of Florida State University exhorted his players: "On this trip, you will be representing yourself, your school, but most of all the United States. The baseball fans of Colombia will consider our team 'the United States All-Stars' no matter what we call ourselves or where we are from. You should be careful to conduct yourselves properly since embarrassing conduct will reflect on each of us as individuals and on our country as a whole. Please keep in mind that this is a goodwill tour and act accordingly."

If your itinerary takes you into the "out back" areas of developing countries that lack amenities that Americans take for granted, it is particularly important that your athletes know in advance what to expect. The US Volleyball Association suggests that athletes will have more realistic expectations and better morale if their coaches warn them not to "plan to live on the American standard," but rather to "expect food, sanitary conditions, housing and transportation to be sufficient to satisfy basic needs without any luxury."

5. Social Relationships With Local Sponsors

In addition to your working relationships, whether for competition or instruction, your local sponsor will probably give at least one reception or other social event for your group. These can be very pleasant affairs, with mutual interest in a specific sport bridging any cultural or linguistic gap. After a successful tour of several countries, one coach reported: "Presents and banquets usually followed each game, regardless of how badly the All-Stars may have beaten the local team."

One word of caution (aside from the effects of daily banquets on the physical condition of your team): Hosts abroad are often more sensitive than Americans to the formalities of social relationships. Experienced American coaches and tour leaders recognize this and wisely encourage group members to attend all "representational" affairs in their honor. Some coaches make such attendance mandatory.

6. Avoiding Criticism During Performance

American athletes may encounter criticism for their behavior on the field. Sometimes innocent mistakes arouse criticism: "The language barrier was a big factor" or "the commands were different" or "we didn't have enough warm-up time, so we couldn't concentrate."

Other cases are less innocent. The much publicized criticism of several US athletes during the 1972 Olympics did not stem from performance, but from the athletes' actions during victory ceremonies. In one instance, a gold medal winner joked nonchalantly with a silver medalist during the playing of the national anthem and the raising of the American flag. Another gold medal winner did not remove his casual-looking "good luck" hat during the ceremonies, later explaining that in the excitement of victory he had "forgotten" about his hat.

No matter what the reason, such actions are embarrassing. To avoid similar incidents, US coaches should clearly instruct their teams on the protocol and social amenities to be followed during international athletic participation, as well as the consequences of willful disruptions or poor manners before, during or after a performance.

7. Ceremonies as Aspect of International Goodwill

Most citizens of all countries attach great importance to their national flags and anthems and accord similar respect to those of other countries. Your group will want to travel with at least two US flags, preferably 4' x 6' in size, for use in ceremonies or parades and at clinic or demonstration sites. You can also take along records or tapes of not only the US national anthem but the anthems of the countries to be visited.

If possible, let your team have an advance audition of the anthem of each nation on your itinerary so they will recognize it when they hear it. When the US and foreign national anthems are about to be played at ceremonies, you can give a pre-arranged signal to assure a uniform response by your group in coming to attention. By selecting the most photogenic member of your group as flagbearer and lining up the other members by size, you can enhance their appearance at ceremonies.

8. Display of the US Flag

A good source of information about the US flag and its display is the booklet, Our Flag (GPO, 70 cents). A few points from the code of flag etiquette are especially applicable to sports tours abroad:

1) When carried, the flag should always be aloft and free -- never flat or horizontal.

2) When the flags of two or more nations are displayed, they should be flown from separate staffs of the same height, and the flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

3) Do not use the flag as a portion of a costume or athletic uniform.

4) The flag should not be dipped to any person or thing (the one exception: naval vessels exchanging salutes).

The last point above should not inhibit your team from paying respect to the chief of state or head of the host government if the teams in a major meet pass in review before him. Although the US flag cannot be dipped, your team may doff their hats or, if no hats are worn, the group can execute an "eyes right" on your command. Even a friendly wave of the hand is in order.

9. "Political" Games and Foul Play

International sports competition regrettably can lead to explicit politicization of sports. In recent years, the value of winning has risen throughout the world to a point where it sometimes threatens to negate the positive aspects of sport.

A victory in a game or event can become a victory for a nation or for a political philosophy. Nationalistic feelings are aroused among spectators and participants and even among referees and judges. This can result in verbal abuse and occasionally violent behavior toward visiting athletes.

This kind of situation is happily not common, and you and your team may not run into it. But if you do, "play it cool." Above all, do not let your team react in kind to foul play. Your athletes must be conditioned to adhere to the rules of fair play, no matter how rudely they are provoked by their competitors or by the spectators. In extreme cases, withdraw your team from the field as soon as you judge that things are getting out of hand. Security forces in host countries can generally be relied on to protect visiting athletes, and you should not hesitate to appeal for assistance. Where there is a possibility of trouble, the prudent coach tries to assure in advance that proper security is provided for his team. Consult with USIS or embassy officers if you pick up warning signals of trouble.

10. Some Special Rules of Conduct

Individual tour members are usually too supervised and too busy to get into personal difficulties. The possibility exists, however, and since the penalties for breaking the law are often severe abroad, you will want to give your athletes timely warnings. You can remind them that any tour member who gets into serious trouble may deprive the team of his performance and even jeopardize himself and his career.

Special attention should be given to drug abuse violations. Certain other activities can also be hazardous, especially in countries where freedom of expression is limited.

11. Drug Arrests Abroad

Many Americans mistakenly believe drug law enforcement is less stringent abroad than in the United States. On the contrary, prosecution of drug offenders has been intensified in countries around the world.

In the last few years, hundreds of young Americans have been arrested on drug abuse charges, and currently some 1,200 are in prison abroad. Penalties in one country for possession of narcotics range from six years in jail, plus a heavy fine, up to death. In some countries, the sentence is one to three years in a "detoxification asylum" (usually a mental hospital). Trafficking in or smoking marijuana can often draw the same penalties as possession or use of heroin.

Especially tragic are cases of Americans who have become innocently involved by their willingness to accommodate the request of a supposed friend to "drop off a package" along their route.

12. Precautions for Unfamiliar Societies

Customs regulations in some of the more controlled societies, such as those of Eastern Europe, are often far stricter than those familiar to the open societies. Americans should not agree to act as "couriers" for third parties who may seek to have letters or parcels delivered directly to relatives or friends in these countries. Such actions, though well intentioned, can lead to serious difficulties with the authorities.

Individual Americans should not purchase the currency of an authoritarian state except in the country of issue, and should not try to carry currency out of that country. Exchanges of currency should be made only through proper channels. Currency dealings with private citizens could result in arrest.

Group members with cameras should always use them with discretion, particularly in countries with authoritarian regimes. A good rule is not to photograph military personnel, equipment, weapons or installations; harbor, port, rail or airport facilities; border patrols, watch towers, control points and bridges; and any manifestations of civil or political disturbance.

Americans are sometimes tempted to brag a bit about the advantages of life in the United States compared to life elsewhere. Authorities in some countries may frown upon such comments if made too overtly. Public proselytizing for democracy, capitalism or a particular religious faith and distribution of tracts or other literature may likewise be regarded with displeasure and result in the revoking of visas or other punitive actions.

In general, US citizens should be discreet in expressing and exchanging political, economic and religious views while abroad. This applies to all countries -- not just the ones with authoritarian regimes.

13. When in Trouble Call the American Consul

Touring athletic groups seldom get involved in law violations or disputes that lead to legal or police action. However, if any member of your group is arrested or detained by the police or other authorities, you should contact the nearest American consular officer immediately.

Americans abroad should remember that they are governed solely by the laws of the country they are visiting. Although this limits what the American consul can do for American citizens, he will try to protect their rights under local law as best he can.

When the consular officer learns of the arrest abroad of an American citizen, he seeks to gain access to the citizen as soon as possible to inform him of his rights to legal counsel and to provide him with a list of attorneys practicing in that area. The consul attempts to find out all the facts bearing on the case and reports them to the Department of State -- by telegram if the matter is urgent. The Department then informs those relatives and friends designated by the detained American. The consul can also assist the citizen to obtain funds and will seek relief for the citizen if he is subjected to inhumane or unhealthful conditions of detention. Where possible, the consul is present at the trial of an American citizen to ensure fair treatment.

14. Other Consular Services

In addition to assisting detained Americans as outlined above, American consular officers can:

1) Request emergency assistance from foreign officials or benevolent organizations for destitute, sick, injured or stranded Americans.

2) Get in touch with relatives or friends for funds or guidance.

3) Give suggestions for possible sources of financial assistance.

4) Help locate missing Americans.

5) Aid in transfers to a safe area during civil unrest or natural disaster.

15. What the Consul Cannot Do

American consular officers cannot:

1) Furnish cash or loan money to Americans who are stranded and broke.

2) Cash personal checks.

3) Arrange free medical service or legal advice.

4) Provide bail or get you out of jail.

5) Substitute for a travel agency.

6) Reserve hotel or other accommodations (except for government-sponsored tours).

16. Important Reminders

To reiterate some key points:

1) If arrested or detained by authorities abroad, immediately request that an American consular officer be notified. Keep calm and remember that you are definitely subject to local laws and regulations.

2) Comply fully with all customs controls for the import, transit and export of goods and materials. Such items as currency, liquor, tobacco, art objects and guns (antiques) often have special restrictions. When in doubt, seek clarification from appropriate foreign consular or governmental officials. Also, if you take along any medicines and pills (to relieve asthma, for example), it is advisable to carry a doctor's statement identifying the medicine and its purpose.

3) In the event your team will play for or raise money abroad, be sure that the entry visa issued by the foreign government or consular officer permits such activity.

CHAPTER V

PUBLICITY

Along with all your other duties as group leader, you will find that you have to be a public relations expert and a diplomat. Whatever the motivation for your tour, it is desirable and often necessary that publicity be given to all phases of the tour. In fact, one of the criteria for evaluating a tour may be the amount of wholesome publicity achieved. This chapter will suggest some ways to generate good publicity (see the bibliography for some books on this subject).

1. Importance of Publicity

In the planning stage of a tour, good publicity is necessary for securing financial support from the public. During the tour, you may feel a moral obligation to inform sponsors and supporters of the activities of the group. Attendance at sporting events is often directly related to the degree of publicity given. If the tour is sponsored by a US corporation, a desired image or a broader name-brand identification for the sponsor may be a by-product of publicity.

Good publicity for a tour improves team unity and morale and helps to stimulate the group's pride in representing the United States abroad. All of this not only serves to develop maturity and self-growth in the individual members of the group, it also furthers international mutual understanding.

2. Getting Publicity in the United States

According to Lee Eilbracht of the US Baseball Federation, "Publicity abroad is seldom a problem. Getting US publicity for the tour is difficult."

Here are some suggestions for securing publicity before departure from the United States:

1) Enlist the aid of a newsworthy person, such as the mayor of a community, or better still, a congressman, senator or governor. An in-person expression of best wishes for a successful tour from such an official will draw attention from the news media. Elected officials are well aware of the reciprocal benefits of public gestures on behalf of popular enterprises.

2) Secure the help of a well known sports figure (not part of the tour) or perhaps a respected university official or local entertainer to say good-bye to the group upon departure.

3) Use a local group -- such as a high school or college band -- as part of the send-off parade and farewell ceremonies. This usually attracts a crowd, and is particularly good for local news on TV stations.

Whatever the approach, the newsworthiness of any event depends in large part upon preparation and notification of the media. "Spur-of-the-moment" inspirations are often frustrating disappointments.

3. Preparing News Releases

Feeling that preparation of news releases is a task for a trained reporter or a professional public relations expert, some tour leaders are reluctant to write anything which can be used by the news media. Actually, most releases are rewritten according to the needs or style of the publication. An editor will rewrite your press release if needed, so you need not be self-conscious about style. It is more important that press releases be neatly typewritten and clearly reproduced by photocopying.

These principles may be helpful in preparing news releases (see Appendix XII for a model):

1) The facts should be basic, accurate and in proper time sequence or event order.

2) Keep sentences short, and avoid participle construction.

3) Names make news. They should be spelled correctly. Home addresses are usually much appreciated.

4) Avoid judgments or editorializing.

5) There should be no distortion or evasiveness concerning injuries or the condition of the team.

6) Typing should always be double-spaced, using only one side of each sheet. Do not break a paragraph at the bottom of a page; it is better to leave blank space and to begin the paragraph at the top of the next page.

4. Personalized Reports

Local newspapers are especially interested in by-line "personalized" stories by coaches or group members. These stories should be arranged in advance whenever possible. Journalism or English majors might be interested in helping to publicize the tour (possibly for independent study credits).

5. Distribution of News Releases

You should draw up a list of all local and regional news media -- newspapers, radio and TV stations -- to assure complete coverage when you mail out your press releases to sports editors. Addresses are available in telephone books and trade directories. Larger libraries have Ayer's Directory of Newspapers and Periodicals, the Editor and Publisher International Yearbook and the Broadcasting Yearbook.

Universities and colleges are usually interested in their own athletes, graduates as well as undergraduates, who are participating in international tours. Releases to schools should be sent to the director of sports information or public relations.

National sports organizations (see Appendix II for addresses) may be interested in your tour for their journals, bulletins or monthly reports. Once notified, they may seek additional information.

Be sure to send the Department of State (see page vi) copies of each press release for distribution to interested Foreign Service posts, and don't forget the press officers at the embassies and representatives in this country of the media of the countries of your travel. The United States Information Agency (USIA) will, on request, send you Resident Foreign Media, a list of foreign newsmen and their locations in the United States. Write to:

Foreign Press Center
202 National Press Building
529 14th Street, NW
Washington, D.C. 20045
Telephone: 202-382-7701

Also, don't forget to send your releases to your representative and senators in the Congress.

6. Timeliness of News Releases

A news release is almost useless if it is not received in ample time for the desired impact. Some general releases, of course, may be useful over a period of days, especially if received well ahead of the scheduled event -- such as the departure of a team.

If the itinerary and schedule of a group have been well distributed to news media in the United States and to host groups abroad, a certain amount of advance publicity may be anticipated. All recipients of news releases should be notified of any changes of plan for the tour.

If you are dealing with a number of media outlets in the same city or area, it might be well to type or stamp on the material the day and hour after which it may be used. By thus "embargoing" a news release, you may assure its simultaneous publication by several media and achieve a greater impact. You would also avoid the possibility of hurting the feelings of an editor who might resent being scooped by a rival.

7. Getting Publicity Overseas

If your group or association has made a prior agreement with host organizations on publicity procedures, you should send them information kits with adequate supplies of publicity material, including press releases, biographies, profiles of the players and coaches and their photographs. Where possible, this material should be translated into the languages of the countries to be visited. If you are at a university, perhaps the department of foreign languages can provide this service as a contribution to the tour.

Photographs will be useful to the host organizations for identification purposes as well as publicity. The photographs should be black and white, full-face glossy prints, preferably 8" x 10", to assure good reproduction.

In addition to mailing advance material, you may wish to carry a supply of information kits for direct distribution overseas.

Besides sending press releases to the Department of State, send two information kits too; the second kit will go to the appropriate USIA office.

8. Brochures

If you have the time and resources, you can prepare an attractive brochure with a brief statement of the background of the tour, its itinerary and schedules, biographies, thumbnail sketches of the abilities of the participating athletes and their photographs. Such a brochure could be a much-appreciated souvenir or token gift to your hosts and newly-made friends abroad (include a blank page for autographs and addresses). These brochures would also be a means of securing public support in the United States and providing source material to American and foreign news media.

9. Interviews

Interviews are essentially promotional devices to advertise a group's appearances and performances abroad in order to help attract audiences and provide news for the media back home.

Reporters often meet tour groups on arrival at airports, and you will find it desirable to set aside some time for the press after a meet or a game. Experienced coaches and tour leaders, like the reporters covering an event, prepare in advance for an interview by jotting down the key facts in order of importance. Sometimes the star athlete is more sought after than the coach, particularly by photographers. For the sake of team morale, however, you should try to give everyone his share of the spotlight. Reporters appreciate biographies, statistics and photographs of the players they interview, and you should have information kits at hand.

Occasionally, interviews go awry because the most vocal and uninhibited members of a group may not be the best spokesmen. Complaints or criticism may be heard that embarrasses the group or the United States. Thus, it is advisable that you attend all interviews, maintaining a low silhouette, if possible. Sometimes you may have to interject remarks to change an undesirable direction of a discussion, especially if the host country is involved.

10. Summary of Guidelines for Working With the News Media

Establishing and maintaining a good working relationship with the media takes effort. Personal charm may help, but it is attention to detail that counts. Here are some proven techniques for assuring good relations with newsmen:

1) Always find time for newsmen. They work for a living too.

2) Send out the itinerary and schedules as soon as possible for preliminary coverage.

3) Keep the biographies and statistics up-to-date. Be sure all names and addresses are accurate and spelled correctly.

4) Play no favorites -- do not give special treatment to "home-town" newspapers or keep information from one reporter and give it to another.

5) Be accessible for interviews. If recorded, speak clearly. Mention players by name. Praise opponents rather than criticize or belittle them.

6) If reporters and photographers attend a meet or a game, try to arrange for their comfort. If there is no press box, perhaps a coach's office can be used for relaxation.

7) Give complimentary tickets to the press. Reporters are often asked by city officials, etc. for tickets. It all adds up to good public relations.

CHAPTER VI

TRAVEL

If you and your group have time to complete all of your preparations, travel will usually be a pleasure. Nonetheless, a tour leader's work is never done. To you and your staff falls the responsibility for the recurring cyle of administrative procedures for airports, baggage, freight and hotels (see Appendix XIII for a checklist) as well as the substantive work of your tour.

This chapter offers suggestions for coping with the minutiae of group travel overseas.

1. Departures From Airports Abroad

The group should report to airports an hour and a half ahead of departure time for all international flights. Air freight may have to be there hours earlier. Be prepared to live with delays in departure or changes in schedule. A coach who took a track and field team overseas in 1973 reported that "delays of twenty minutes to two hours without any apparent reason were quite common and seemingly expected."

In case of major delay or flight change, try to get a telephone or cable message to the headquarters of the host sports federation, giving them the estimated new arrival time and asking them to notify your hotel. Your airline may be willing to use its communications facilities for this purpose -- just ask. If delays become excessive, most carriers will provide meal or beverage service.

Group members soon become adept in passing the waiting time by playing cards, reading magazines or books, writing post cards and letters or catching up on sleep. If a group is fairly large, you should keep them together and let no one stray far from the gathering point. Even a visit to a rest room can pose problems at certain moments. Additionally, the group's equipment and baggage should be closely watched at all times, and you would do well to assign this responsibility to specific group members on a rotational basis.

2. Arrivals at Airports Abroad: Passengers

For greatest efficiency upon arrival, group members should assemble as a body. You should caution individuals to refrain from breaking away from the group for any reason.

A reception committee may be waiting for you, but most airports allow reception parties or the press to meet visitors only after they have passed through immigration, public health and customs checks.

Occasionally you may be able to present yourself and the team roster to immigration officials who will wave the entire group through, but most immigration officers will want to deal with the group on an individual basis and stamp each passport. Generally, public health formalities are completed at the same time as the immigration check.

3. Arrivals: Baggage and Freight

While your group is passing through immigration, its baggage will be brought into the terminal building. Each member of the group will probably have to pick up his own luggage and personally submit it, along with any cabin baggage to a customs inspector. If the local sponsor vouches for the group or has made pre-arrangements, the inspectors may simply affix their clearance stamps without any bags being opened.

Always have your copy of the air waybill (see page 24) handy on arrival for clearing your freight through customs. If local transportation is not immediately available or if the equipment is not needed for a day or two, leave it in the security of the freight terminal. Storage charges, if any, will be modest.

If your air freight is to come in by a later flight, you may have to return to the airport with your waybill unless you can arrange to clear it with customs by telephone or through the intermediary of your local sponsor.

4. Press Interviews on Arrival

Occasionally press interviews are held at airports upon a group's arrival. These may be arranged by foreign sports federations, or enterprising reporters may have spotted a possible story. If there are any "stars" in the group, attention will naturally center upon them. Their appearance and cooperation, as well as your own as leader of the group, are important in this initial contact with the local media. You may also want to have the most articulate group members primed to meet the press.

5. Getting to Your Hotels

Transportation of group members and their baggage to the designated hotel is usually handled through travel agencies or host groups and federations. Once through customs and having satisfied any curious journalists, group members or airport porters can take the baggage to the waiting vehicles. Where tipping is customary, porters should be given local, not US, currency, at conventional rates. To save time and to avoid overtipping, you may want to give the porters a single tip for the entire group.

6. Checking Into Hotels

Normally your travel agency or host organization will have reserved hotel rooms for each member of your group, and room assignments by the hotel staff can be made easily and quickly. If reservations were made without the names of arriving personnel, registration will take more time. Many hotels abroad routinely retain passports temporarily as part of the check-in process.

You will find it useful to make up your own list of the room numbers of your group.

If you, as group leader, are offered a free room, you should accept it graciously. If you like, you can later contribute your share of the bill to the group.

7. Group Meeting Upon Arrival Abroad

A briefing session should be held at the first stop in each country on your itinerary. Generally, the period immediately after the group members have checked into their hotel rooms is the best time to get together for an orientation (perhaps the hotel management will provide a meeting room for a large group). The assistance of an official from your host organization, if a USIS or embassy officer is not available, can be useful. Such a session should be arranged in advance.

How much should be discussed depends partly on the scope of prior meetings in the United States or in other countries on your itinerary. The group may be reminded of the general tour arrangements and schedule, but the bulk of the briefing should be on the country in which you have just arrived (see "orientation" section of Appendix XIII).

Sufficient information about the local situation and customs should be given to the group so that they will not, through actions or speech, give offense to the people or government of the host country. Local attitudes toward the United States and its people should be clearly explained, and your group advised on how to deal with them.

Some of the briefing should be devoted to typical tourist information about where and what to eat (and not to eat), where to shop and what to buy and the best tourist attractions for the limited period of your stay. Time should be allowed for individual questions. Information kits for the country, if not handed out earlier, can be distributed at the orientation session, which is also a good time for "mail call."

8. Personal Finances

Initial supplies of local currency can be issued at the orientation (an announcement in advance that this will be done usually assures full attendance at the meeting!). Arrangements for obtaining local currency should have been made with the host organization before arrival in the country.

When most of the tour expenses are paid by the tour sponsor, obligatory individual expenses should be minimal. The AAU recommends providing $3.00 per day for incidental expenses to tour members.

Advise your group members that overcharging of tourists by commercial establishments such as hotels and restaurants in exchanging currency is customary and expected in some countries. If they wish to exchange their currency themselves, your group should be warned against illegal "street bankers" or black-market money operators. In dealing with such people, group members would place themselves in triple jeopardy: they may be defrauded, arrested and possibly imprisoned or sent home.

9. Personal Security

The physical safety of American group members abroad is rarely a matter of concern. If you notify the Department of State of your travel plans in advance, you will be advised of any evidence of possible strife which might affect your travel.

Airlines also have a good "feel" for danger and would undoubtedly advise you to avoid certain countries if it seemed warranted. Unforeseen problems or emergencies, of course, can occur, but they can be avoided or their effects mitigated by following the best available guidance and your own common sense.

In some cities, group members may have to be cautioned not to travel alone at night, particularly in certain quarters. A low-key, precautionary attitude is best; otherwise husky young athletes in a new environment may be tempted to court danger rather than avoid it. Although curfews are not popular, setting a time for return to the hotel is wise. It also makes for a more rested athlete and a better performance.

10. Security of Property

In addition to using traveler's checks rather than carrying sizable amounts of cash, individual group members should be urged not to wear or carry noticeable valuables on their persons during the tour, particularly expensive watches and cameras. Passports and other valuables should not be left in hotel rooms. Leave them in the custody of the hotel's manager who will usually have a safe for this purpose.

11. Meals and Dining Out

Unless a tour contract calls for an "American-type breakfast," the usual serving is a "continental" breakfast of coffee or tea, toast or rolls, tomatoes and cheese, and jam and butter. Juice and eggs are not ordinarily included in the continental breakfast. Generally, an American-type breakfast will have to be paid for separately.

Group members should be advised that luncheon and dinner menus are usually limited to the contract made with the hotel by the local sponsor. Special dishes selected from the "a la carte" menu will be extra. Beverages are not normally included with lunch or dinner in continental restaurants.

Most young Americans abroad want to sample the national specialties at local restaurants. Travel books often advise the tourist to eat "where the natives go." Some of these restaurants, however, may not be conveniently located, or they may be overrated and overpriced. Prices of meals vary greatly. It is easy to make mistakes in ordering in a foreign language, and then face a surprisingly large bill. When eating out abroad for the first time, it is helpful to have the guidance of a knowledgeable local American or a foreign friend.

12. Tipping

Tipping seems to be a universal custom. As in the United States at present, a 15 per cent tip is considered reasonable abroad. However, diners should check the menu or bill before tipping to determine whether or not a service charge has already been added to the cost of the meal. Needless to say, many waiters would like to have more, but don't feel obliged to top off a service charge unless you want to reward an exceptionally good and attentive waiter.

13. Shopping Abroad

Previous tour experiences indicate that individuals spend from $10 to $30 of their personal money per week for souvenirs, gifts and entertainment. An early temptation while on tour is to spend too much too fast. Perhaps you can urge a bit of restraint on your group members. They may have to be cautioned against over-buying and reminded of the problems of packing and excess baggage. Street vendors should be avoided -- there are no "bargains."

Good advice from experienced group leaders is "don't buy it if you can't mail it home." Sometimes the seller will offer to ship the purchased goods to one's home address, but it is unwise to permit the seller to assume this responsibility. Individuals themselves should mail the items. This will eliminate the possibility of substitution of inferior goods, incorrect addressing or failure to send.

14. Mailing Gifts Home

Bona fide gifts may be sent duty free if the fair retail value is $10 or under. The recipient may not receive more than one such package in a day. Certain items, like perfumes, tobacco and alcoholic beverages are excluded from gift provisions. Gift parcels may not be sent to one's self. All packages must be clearly marked "Unsolicited Gift" with 1) name of the donor, 2) nature of the gift and 3) fair retail value of the package clearly written on the outside.

15. Sending Letters and Making Telephone Calls

Most foreign countries have postal regulations for sending mail that are comparable to those of the United States. The cost is similar too. Air mail letters from Europe, for example, will average nearly thirty cents. From more distant countries, the cost will naturally be greater. Group members must be reminded that they cannot use American stamps for sending mail from abroad!

The costs of telephone calls home from overseas are roughly comparable to those made from the United States, allowing for differences in exchange rates and local taxes. Many hotels, however, add a surcharge to long distance calls placed through their switchboards, so use a public telephone where possible. Dialed, station-to-station calls are always much cheaper than operator-placed, person-to-person calls. Telegraph service is generally available overseas, and you may wish to compare costs before sending a message home.

Some group leaders discourage calls or cables; according to one coach, "a telephone call home may add to homesickness rather than relieve it." Unexpected telephone calls can also give parents a momentary feeling of panic that something is wrong. An athlete anticipating the need to call home could forewarn his family to expect it from a certain city within a specified time frame (not forgetting time zone differences).

CHAPTER VII

ATHLETIC PARTICIPATION

After your group arrives overseas, there will be problems of adjustment to changes in time, climate, living conditions and social relationships. Athletes, no matter how well conditioned, may suffer a letdown or "cultural shock" that is reflected in their performance.

An evaluation of successful tours indicates that *moderation* is the key factor. A team performs well because it is not over-scheduled or over-worked; it remains in good health and spirits because the leader sets reasonable rules for eating and drinking, for partying and sleep. He also provides for a variety of cultural, sightseeing and shopping opportunities and tries to achieve balance through careful, but not over-structured, planning.

There are no set procedures to guarantee that you will lead a successful tour. Certain situations may arise that are beyond anyone's control. However, experienced coaches and leaders have found that a number of approaches and prodedures work best. This chapter tries to distill their collective wisdom.

1. Schedules and Rest Days

The US Table Tennis Association suggests that "Some rather obvious things must be borne in mind, like the time change; you must allow a day or two before playing competitively if you wish to play your best. Even if there is no time change, travel is tiring, especially in a foreign country where everything is different. *It is generally undesirable to plan a match [or any other activity, for that matter] for the day of arrival*...."

After several successive days of athletic activity, a rest day should be allowed. One coach's report states: "This was a day off, and most of the boys went shopping, sightseeing, and swimming. After three straight games the boys were tired and the day of rest was certainly welcome." Tourist activity can be exhausting too and should be kept within reason.

2. Inspection of Participation Site

Before even the first practice session, you should ask to see the site or physical plant where the athletic event will take place. One coach, for example, found that the runners' starting blocks were poor, the hurdles needed weights to meet specifications and the landing pits were too hard for safe vaulting. Thus forewarned, a coach may be able to arrange for the correction of deficiencies before practice and competition begin.

Rest room facilities should be inspected too, especially if these have to be shared with the public.

3. Precautions for Practice Sessions

A number of coaches report that facilities abroad for practice and training are often inadequate by American standards. Tracks and playing fields may be poorly maintained, and care must be taken that athletes are not injured during practice.

Where possible, practice sessions should be completed before the arrival of spectators. If this is not feasible, care must be exercised when spectators are swarming about the area. One coach was fearful that "the javelin would be thrown into the crowd." Said an athlete: "People ran around taking pictures when we practiced, which doesn't help the concentration." Another refrained from practicing the shot, lest he hit a spectator.

4. Understanding International Rules and Customs

You should familiarize yourself with the international rules for your sport, which often vary significantly from American ones, and see to it that your athletes understand them also (see Appendix XIV for sources of rules). Unfamiliarity, together with a different understanding of the rules, for example, caused difficulty in the 1973 US-USSR basketball games. Incidents can be avoided if both sides are well versed in the international rules and if agreement on local ground rules is carefully worked out in advance with the help of competent interpreters.

If you arrange in advance to play or compete abroad under US rules, be sure to send your local sponsors several copies of the appropriate rulebooks.

Your athletes must also understand that there are differences in national behavior at sporting events. One coach's report noted: "The people of some countries we visited were easy to get along with, but in other countries the people stayed to themselves and mostly didn't know who we were and what we were doing there." Athletes will perform with more confidence when they are aware that crowd responses vary from one country to another.

5. Need for Security and Protection

In an earlier chapter, the point was made that equipment and baggage should be carefully guarded during travel abroad. This is also necessary during a performance. In some instances, athletic equipment which disappears cannot be replaced abroad.

A coach returning from Latin America reported: "There was no police protection after the game and we were almost mobbed by kids and fans...everyone wanted to get a cap or a bat or a ball, and we had a hard time getting to the bus with our equipment. After it was all over, it was fun and we could joke about it, but we did lose some equipment."

Occasionally, the enthusiasm and pressure of crowds may endanger the physical safety of the athletes. The tour leader should arrange for and insist upon proper security, before, during and especially after the performance.

6. Order of Events

International athletic competition or participation is usually more formal than similar activities in the United States. Tours hosted by international sports federations will follow pre-arranged procedures, but the order of events may vary from one country or sport to another. A fairly typical program (after practice time and the discussion of international rules) follows:

1) Expression of welcome to the US team or group by the hosts.

2) A brief response by the US leader or coach.

3) An exchange of gifts by the respective heads of the delegations.

4) Introduction of US team or group.

5) Introduction of home team or group.

5) Exchange of gifts by individual athletes.

7) US national anthem immediately followed by national anthem of host team.

8) Competition or exhibition begins.

7. Don't Patronize the Home Team

Some US teams abroad have reportedly lost an occasional game deliberately as an act of goodwill toward the home team and crowd. Don't let your team indulge in such gestures, however well meant. You would be embarrassed if a stronger foreign team thus humiliated your team, and a weaker foreign team would resent being patronized by your players. Moreover, the spectators may react in unpleasant ways. Always credit them with wanting to see a good contest.

When it is obvious that your team is far superior to the home team, you may be able to substitute freely or use players in unfamiliar positions to help equalize the two sides. Some coaches have suggested abbreviated games, such as seven instead of nine innings of baseball, to keep the score down. In some cases, you may be able to avoid unequal competition by encouraging a demonstration game between mixed teams of American and host country players.

8. Problem of "Body Chemistry"

Coaches must be alert to the use of drugs -- particularly amphetamines ("pep pills") to increase performance, especially when an athlete may have shown earlier signs of fatigue. Artificial stimulants must be categorically forbidden. Not only is there some danger of violating certain laws in a country abroad, and the possibility of forfeiting a game or a match, but there is also the danger to the well-being of the individual involved, for which the coach must bear responsibility.

9. Illness and Injuries Abroad

Prolonged travel increases the risk of illnesses which may affect individual performance. Several factors contribute to sickness abroad: changes in the type or quality of the food and water; switching from one time zone or climate to another; exposure to bacteria or diseases against which the body has no time to build up natural immunity; or ordinary fatigue. As group leader, you will want to do what you can to prevent avoidable causes of illness. Besides reminding the group of some common sense health rules, you can appeal to team spirit and ensure that all members get adequate rest and sleep.

Individuals should be cautioned against self-medication or failure to disclose an illness or injury. Any serious illnesses or injuries should be referred to a physician if possible. The nearest Foreign Service post will have a list of English-speaking doctors and dentists in the area.

It is hard to say "no" to an athlete or escort who wants to perform or travel with the team even when he is ill. You may have to refer such decisions to a physician.

If anyone has to be left behind because of illness, hospitalization or other cause, make a full report to the nearest US embassy or consular office. Travel tickets may have to be rewritten, and authorization made for the additional expenses from the sponsoring organization. If surgery is required, authorization may have to be secured from parents.

10. Water

The dangers of drinking impure water must be emphasized to your team. Dysentery will weaken the performance of the strongest athlete. Recovery can be quite slow, and some athletes may not regain their peak during the remainder of a tour.

For certain areas, medical authorities recommend that athletes prevent or relieve dysentery by taking specific medications. However, it must be repeated that athletes should not practice self-medication, and tour leaders should always seek competent medical advice.

If no doctors are available, you and your trainer should exercise great caution in treating an ailing athlete. One coach reported that he had given two athletes suffering from diarrhea several doses of epsom salts (roughly equivalent to trying to put out a fire by throwing kerosene on it); the athletes survived the treatment, but...

Reluctance to drink local water during a tour, however, may cause severe dehydration, with accompanying weakness and loss of weight. Some coaches recommend bottled water, carbonated drinks and tea which has been boiled in the making. While traveling in bad water areas, it is well to ascertain in advance that bottled water is available at the hotel or can be obtained locally. Some coaches require that all drinking water be boiled (the most reliable method) or that purification tablets be used. Make sure that each group member clearly understands where the water is safe and where it is not. Don't accept assurances from managers or bell hops about the quality of water in a hotel; stick to bottled drinks until you can double check.

11. Food

American athletes are often accustomed to eating more than is ordinarily served as a meal in foreign countries. You may have to insist on more generous servings for your athletes, and they will have to learn that steak and hamburgers are not common fare in some parts of the world. A coach's report cautions, "When he's faced with his first meal, and it turns out to be something unappealing or worse, he must steel himself not to turn up his nose and sneer at the waiter."

Plain or fancy, food can be a source of disease. In an effort to prevent illness on his team, one coach ordered: "NO food at all away from the hotel or team meal; no water, no milk, no salads, no ice tea, no fruit that can't be peeled." In some areas, coaches insist that no uncooked food be eaten. These are good rules to follow in many of the developing countries, especially when your tour goes outside the principal cities.

12. Homesickness and Morale Problems

These may occur mostly with younger athletes who are away from home for several weeks for the first time. To ease such problems, the AAU has a rule of six weeks maximum participation in athletics abroad.

Careful selection of athletes for a tour may forestall morale problems. A moody or volatile athlete known to be disposed to tantrums is a high risk and should probably be left at home. Likewise, if travel stress brings out some unsuspected emotional problem of an athlete to the point where it affects the morale of the whole team, you may, however reluctantly, have to send him home.

Depending on the age level and maturity of your group, you may want to discuss the somewhat delicate question of homesickness with them before the tour starts. A matter of fact approach, with your pointing out that homesickness is a normal feeling that will pass and is nothing to be ashamed of, could help them later to face up to attacks of nostalgia for home or campus.

According to several coaches, the sending and receiving of mail helps stave off homesickness. Perhaps the best solution is to "keep them busy" with a balanced program of athletic and leisure time activities. Participation by tour members in athletic clinics (see below) can create a healthy feeling of individual involvement and purpose.

13. Athletic Clinics and Teaching Demonstrations

The Department of State strongly recommends and sometimes sponsors sports tours exclusively devoted to clinics and teaching demonstrations. Such tours usually consist of a relatively small group of coaches and mature athletes who promote goodwill for the United States by conducting clinics and workshops and by giving demonstrations at universities, schools and athletic clubs -- sometimes by direct arrangement and sometimes on behalf of national and local sports organizations and sponsors.

Some coaches like to combine competitive and instructional activities. It is often possible to set up teaching clinics on short notice during a competitive tour, but it is better if your local sponsor can arrange them in advance to complement competitive events (see Appendix XV for model schedule of instructional tour).

Understandably, successful clinics abroad require experienced and articulate coaches and athletes as well as close attention to detail. Even the best speakers can be stymied if no provision is made for interpreting assistance when needed. On a recent tour, one coach found himself without an interpreter before 60 physical education teachers who spoke no English!

Training aids are useful if not essential for effective teaching (see Appendix XIV for sources of audiovisual material). Ideally, a group will spend two or three days together before leaving on a clinic-demonstration tour. This will give them time to organize programs, practice routines, become familiar with the operation of audiovisual equipment and material and finally have a "dry run" session. Impromptu clinics seldom work well.

14. Teaching Materials for Clinics and Workshops

If you are going on a full-fledged teaching tour, it is better to take audiovisual materials with you rather than depend on their availability abroad. However, some items are heavy, fragile or require voltage transformers and 60 to 50 cycle adapters, and you may prefer to rely on your local sponsors to provide them. These could include film, film-loop, film-strip or slide projectors; public address systems; "bullhorns;" record, tape or cassette players; blackboards and folding training tables.

USIS posts may be able to lend you a projector or record player if there is no conflict with their programming needs, but you would have to depend on your own resources for the other items when the sponsors cannot furnish them.

Smaller materials which you could feasibly carry with you or ship as air freight include:

1) Clipboards, sheets of acetate and grease pencils.

2) Chalk, erasers and pointers.

3) Whistles and stop watches.

4) Measuring tapes (metric system on one side).

5) Metric measure conversion charts.

6) Model medical kit (in addition to your "every day" one).

7) Lapel pins and certificates (for those who attend clinics).

8) US and foreign flags (4' x 6' plus some small ones on stands).

9) Records, tapes or cassettes of US and foreign national anthems as well as march and popular music.

10) Training films, film-loops, film strips or slides.

11) Roll-up screen with stand.

12) Training manuals, sport books, magazines and pamphlets; illustrated equipment catalogs and clinical reports.

15. Films, Film-Loops or Video Tapes

If you like to use motion pictures for teaching athletic techniques, you will do well to stick to standard 8 and 16mm films rather than try the more "in" systems of film-loops and video tapes. The films can be used on most projectors around the world without great difficulty.

Film-loops, usually the silent 8mm kind in cartridges running from two to four minutes, are easy to use and good for small groups, but with so many different systems on the market, you would probably have to take your own film-loop projector. USIS does not use them.

Video tapes should be avoided unless you have ample resources and access to a tape library. Basic video tape units (recorder with monitor) cost about $1,600 and would add 100 pounds or so to your freight or baggage. Some USIS posts have video tape equipment (EIAJ 1/2-inch open reel), and you may be able to arrange for showings at USIS information centers, but such equipment normally would not be available for use outside the centers.

Most USIS posts have their own film libraries which may include some 16mm films on sports and sport techniques. If you would be interested in borrowing films for clinics or workshops abroad, write to the Public Affairs Officer at the appropriate US embassy to see what films he has on hand and can make available to you. In some instances, particularly when your proposed use of films is consistent with USIS objectives, the Public Affairs Officer might be prepared to support your program by acquiring specific films to meet your needs. You would have to allow ample time for the acquisition of the films, say, two months or so.

16. Appearances at Overseas American Schools

In addition to clinics or teaching demonstrations for foreign athletes and audiences, you may wish to consider appearances at American secondary schools abroad (see Appendix XVI for their locations).

About 140 elementary and secondary schools have been established to ensure that adequate educational opportunities exist for the children of US Government personnel assigned overseas, and to encourage and assist schools which demonstrate American educational philosophy and practice abroad. Dependents of private Americans residing abroad and a number of foreign students -- sometimes 40 to 50 per cent of the enrollment -- often attend these schools too.

Some of the overseas high schools have varsity and intramural athletic programs with facilities comparable to those of schools of the same size in the United States. Many of these schools would welcome exhibitions by touring American athletes and would make their facilities available to your group for practice and training. The appearance of individual athletes for a brief talk and an informal clinic would make a big hit with young Americans whose contacts with the world of US sports may be scant while they are abroad.

If you are interested in having your group appear at overseas American schools, please contact:

Office of Overseas Schools (A/OS)
Room 234, SA-6
Department of State
Washington, D.C. 20520
Phone 703-235-9599

Should you find some time for this purpose while you are overseas, the USIS Cultural Affairs Office or the embassy's Administrative Officer can put you in touch with the principal of the local American school.

17. And at US Military Dependents' Schools

There is also a large number of American military dependents' schools operated abroad by the US Armed Forces. If you are interested in appearances at any of these schools, please contact:

Department of Defense
Office of Overseas Dependent Education
Washington, D.C. 20301
Phone 202-694-1445

CHAPTER VIII

RETURN HOME -- AND AFTER

Arrangements for a group tour are usually made on a round trip basis so the flight home is simply the last leg of a series of moves. By this time, your group will have become proficient travelers, but for the final lap there will be a few extra preparations to make. This chapter suggests some ways to make them and adds some thoughts on follow-up actions after you get home.

1. Leaving Used Equipment Behind

The old adage that the traveler always returns with more possessions than he started out with should not necessarily apply to the equipment of the group or team. Returning US coaches and tour leaders report that a good solution to the problem of what to do with equipment at the end of a tour is to donate it to local sports organizations. You may want to dispose of equipment that is not only difficult to pack but costly to ship home. This could include such items as vaulting poles, javelins, shots, discuses and baseball bats. This material would be welcome in many parts of the world where there is a lack of adequate athletic equipment.

Teaching and reference material, such as small projectors, portable screens, films, books, pamphlets and magazines, could be left with local USIS officers who would place it with schools and sports clubs. In addition, any leftover athletic pins, neckties and tie-pins, imprinted T-shirts, warm-up jackets, surplus medical supplies or anything else no longer needed by the group, including uniforms, may be donated to local sports organizations before departure.

Receipts should be secured and a list kept of the donations of equipment and other items so these gifts may be used as tax deductions. More importantly, these gestures may create a reservoir of goodwill that will last for years after the tour.

2. Thanking Your Hosts

Goodwill can also be fostered if you and individual members of the group send "thank you" notes to your hosts for hospitality extended to you. Perhaps a tour member will volunteer to prepare a single note to be signed by the entire group. Sending small gifts such as books or inscribed baseballs is also a nice gesture. The swapping of home addresses between individuals may lead to a continuing exchange of ideas and sports techniques between international "pen pals" and even result in enduring friendships and return visits.

3. Packing for the Return Trip

If your group read the US Customs booklet, "Know Before You Go," before you left home, they will be aware that "all articles acquired abroad and in your possession at the time of your return must be declared." Experienced tour leaders suggest that individuals pack all articles acquired abroad in one piece of their luggage and retain receipts for these goods. This will simplify the US Customs check.

4. US Customs Regulations

To those individuals in your group who may not have the time or inclination to study "Know Before You Go," you may want to pass on these basic points:

1) Returning US residents may bring back articles totaling $100 (based on the fair retail value of each item in the country of acquisition) before any duty must be paid on articles acquired during their trip for personal or family use.

2) There is no limit on the number of cigarettes that may be imported for personal use, but no more than 100 cigars may be included in individual exemptions. Products of Cuban tobacco are prohibited.

3) One quart of alcoholic beverages may be included in his exemption if the individual is 21 years of age or older.

4) Film of US manufacture exposed or developed abroad for personal use may be brought back without examination by Customs unless there is reason to believe that the film contains objectional matter. Foreign film purchased abroad and prints made abroad are dutiable but may be included in the individual's personal exemption.

5) Certain articles considered injurious or detrimental to the general welfare of the United States are prohibited by law. These include narcotics and dangerous drugs; publications considered obscene, seditious or treasonable; articles considered hazardous (fireworks, dangerous weapons, toxic substances); and certain biological and botanical materials.

5. Airport Departure

Before your group leaves the hotel for the airport, a final check, to make sure each member has his passport and vaccination certificate on his person, is advisable. Also, for this last departure, the group should arrive earlier at the airport than usual to allow time for the farewell ceremonies that are often laid on, sometimes on the spur of the moment, by your hosts.

6. "Welcome Home" Ceremonies

If you plan your tour with its publicity aspects in mind, you will arrange for appropriate return ceremonies before you go. Perhaps the responsibility for the details of the ceremonies can be left with your sponsoring organization or school. At a minimum, families and friends of the tour members will want to be on hand to welcome them home. Looking ahead to this prospect, you should try to make reservations on a return flight with an arrival time best suited to bring out a good crowd -- the late evening and pre-dawn hours, of course, being the least attractive.

As with your departure from the United States, the presence of an important local official or well known personality to welcome your group home will help to attract the media. Again, you should be primed for interviews.

If your tour and the return ceremonies generate favorable publicity in the United States, your host organizations overseas would undoubtedly appreciate receiving press reports about the tour and photographs of your arrival home.

7. Assessment of the Tour

One of the first things to do after you get home and unwind a bit is to write an assessment of the tour -- the sooner the better because the several stops of an extended tour tend to kaleidescope in one's memory. Some experienced coaches like to take a few minutes each evening during a tour to jot down the day's record of events, travels, people met, etc., for later use in preparing a trip report and assessment. Others prefer to carry a small, battery-powered cartridge tape recorder so they can dictate their reports en route (carry extra batteries).

Your report should include not only a record and analysis of athletic participation but suggestions for improving future tours. Press clippings and precisely captioned (names, dates, places) photographs will enhance the report. Photos showing members of the group with people of the host country are desirable, but avoid posed shots or shots of people standing around with food or glasses in hand.

Individual tour members may like to write their own impressions of the trip for inclusion in your report as annexes. Their stories, as well as your report, can serve as the basis of articles for magazines and other publications, particularly if your tour had unusual experiences in exotic places.

Your sponsor may require you to prepare a travel expense report in addition to a trip report (see Appendices XVII and XVIII for models of such reports).

8. Distribution of Trip Reports

If you prepare your trip report in multiple copies, it can be distributed not only to your sponsor but to other interested sports organizations. Athletic groups preparing to tour the same area you covered may thus profit from your experiences, both good and bad.

The Department of State would also welcome a copy of your trip report, especially if it goes beyond athletic participation and recounts your group's activities in terms of people-to-people contacts and goodwill gained (but not omitting any adverse incident you may have encountered). The Department is also interested in knowing about any facilitative assistance you may have received from Foreign Service posts and about any problems you may have had in contacts with them.

9. Return Visits by Foreign Athletes

In the interest of achieving maximum mutual understanding, the ideal tour arrangement provides for a reciprocal visit to the United States by a host foreign team. If no such agreement had been made for your tour, you may regard it as being particularly successful if it stimulates a foreign sports group to emulate your example and make a tour of the United States.

Occasionally, you or one of your athletes may find that a friend made while on tour will look you up during a personal visit to the United States, or a host team may pay a return visit in response to a direct invitation from you or your community.

10. Community Welcome for Foreign Sports Tours

The best kind of reception that you can give a visiting foreign sports group is one that involves the entire community that backed your own tour abroad. Aside from arranging athletic programs, you will need some assistance in organizing hospitality for the visitors: home stays, social events and sightseeing in addition to a welcoming ceremony with perhaps a motorcade.

Don't hesitate to call upon the service organizations in your community for help. The local Sister City Committee, Chamber of Commerce, Jaycees, Rotary, Kiwanis, Boy Scouts of America, etc., will probably have had experience in welcoming foreign visitors. Expert help is also at hand if you are in or near one of the 80 cities with voluntary organizations affiliated with the National Council for Community Services to International Visitors (COSERV).

COSERV is a nation-wide, nonprofit association of volunteers who provide hospitality services to foreign visitors on an organized basis. See Appendix XIX for the address of COSERV's national headquarters and a list of cities with affiliates. The COSERV headquarters will supply you with the name and address of the COSERV chairman or director in your city or area.

The cooperative effort of your community to achieve the successful return visit of a foreign sports group is a good way to reinforce the people-to-people relationships established during your own tour abroad -- and keep open the way to further fruitful exchanges.

11. How To Help Your Visitors Get Around the Country

In case your foreign visitors need telephone interpreter service or answers to certain travel questions, the United States Travel Service (USTS) of the Department of Commerce, in cooperation with TraveLodge Corporation, has made it possible for them to pick up a telephone anywhere in the continental United States (except Alaska) and dial 800-255-3050 toll free (in Kansas dial 1-800-332-4350) for assistance. The phone will be answered by "TraveLodge Reservation Center," and the caller should ask for the "Visit USA Desk." The Desk's staff speak French, German, Japanese and Spanish as well as English, but all of them may not be on duty at the same time.

For Visit USA Desk service, call between 8:00 a.m. and 11:00 p.m. Central Standard Time, Monday through Friday, and between 11:00 a.m. and 7:00 p.m. Saturday and Sunday.

The TraveLodge Reservations Center will make reservations at TraveLodges around the country and at other hotels in cities where there is no TraveLodge. The Visit USA Desk will assist in making reservations if the caller does not speak English and can advise him on what hotels have interpreter facilities.

See Appendix III for how to obtain USTS publications that would be useful to your foreign visitors.

CHAPTER IX

US GOVERNMENT AGENCIES

Along with the Department of State, other US Government agencies -- the United States Information Agency, the Department of Defense and the Peace Corps -- welcome and support private American participation in athletic programs abroad. The President's Council on Physical Fitness and Sports, although primarily with a domestic orientation, also endorses international sports activities.

This chapter explains the interest of these US Government agencies in tours abroad by American sports groups and how US Foreign Service posts can assist you and your touring athletes.

1. Sports as Part of the State Department Exchange Program

The Bureau of Educational and Cultural Affairs of the Department of State includes sports as a modest but important part of the exchange program it administers under Public Law 87-256 (the Fulbright-Hays Act) to "increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations...; to promote international cooperation...; and thus assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world" (from Section 101 or "Statement of Purpose of the Act.")

The Bureau of Educational and Cultural Affairs, in fulfilling that legislative objective, sponsors and encourages the interchange of American and foreign individuals and groups in many fields of activity, private, public, and professional, such as: students and scholars, youth, the arts, labor, as well as other leaders and specialists.

2. The Bureau's Sports Program

The primary aim of the Bureau's Office of International Athletic Programs is to encourage, in the interest of mutual understanding between peoples, more effective participation of American organizations in international sports interchange. Emphasis is placed on the two-way character of effective communication by stressing mutuality in planning, participation, support and benefit. One example of the effort being made to help and strengthen the private sector exchange effort is this manual. Symposia in the fields of international sports communication and development are sponsored along with research projects and feasibility studies for the purpose of reducing the communications gap between foreign and domestic sports groups. The office also encourages meetings and consultations between foreign officials and the leaders of American groups in the interest of discovering what types of specific sports programs are most desirable.

The Bureau also provides information about international sports, such as foreign and domestic tournaments, tours, conferences, and clinic schedules, to all interested parties in this country and to all American and foreign embassies.

Finally, as indicated throughout this handbook, the Bureau, in cooperation with Foreign Service posts and other Government agencies, does its best to provide information and advice as well as other facilitative assistance, on request, to private American sports groups planning either to go on tours abroad or to invite foreign sports groups to visit the United States.

3. United States Information Service and Sports Tours

The United States Information Agency (USIA) in Washington, D.C. and its US Information Service (USIS) posts abroad support US national interest by conveying a picture of American society, institutions and culture as well as by explaining US policies to foreign audiences.

Along with their work with radio, films and television, press, publications, exhibitions, libraries and American studies and language programs, USIS posts administer abroad the cultural and educational exchange program of the Department of State. This "split-level" operation sometimes confuses Americans. Just remember that at home you should contact the Department of State, but overseas you should contact USIS officers (see below), for advice and assistance. The Department and the USIS posts work together in supporting American sports exchanges.

5. What Foreign Service Posts Can Do for Sports Tours

If you are taking a tour abroad under private auspices, US Foreign Service posts can provide facilitative assistance on request, particularly if you notify the Department of State of your tour at least two months in advance so the posts can be informed of your coming. The term "facilitative assistance" generally covers services that can reasonably be given to you and your group by USIS and embassy or consular officers consistent with their official duties. These could include briefings on the country and its political situation, assistance in contacting local sports organizations, advice on press interviews and other public relations activities and invitations to representational social events.

Facilitative assistance does not include funds or use of facilities and services prohibited by law or regulations. Nor should facilitative services be confused with consular services, i.e., passport issuance, notarial acts and welfare and whereabouts assistance, which a post is required by law to render to American citizens.

The degree to which private tours can obtain facilitative services depends on the current personnel situation and workload of a Foreign Service post as well as how far in advance the post is notified (for planning purposes). The posts try to be as forthcoming as possible, but at certain times, e.g., during a political crisis in the host country or during peak workload periods, their officers may not be able to be as attentive to your program and needs as both you and they would like. However, you can be sure they will do their best to help you.

6. Organization of Foreign Service Posts

Whether you are going abroad on your own or with a US Government-sponsored tour, some familiarity with the organization and personnel of Foreign Service posts may be useful.

A post is any Foreign Service establishment maintained by the United States abroad. It may be designated as an embassy, a consular office, or given a special designation, such as a mission to an international organization.

An embassy conducts normal, continuing, diplomatic relations between the US Government and other governments. It is usually headed by an Ambassador, who is the personal representative of the President.

An embassy is located in the capital city of a country and comprises all US agencies, except military commands, represented in that country, such as USIS, AID and the Peace Corps, as well as the traditional political, economic/ commercial, consular and administrative functions. The heads of all these elements, including the military attachés, are responsible to the Ambassador (see Appendix XX for the organizational chart of a typical embassy).

A consular office is usually either a consulate general or a consulate located in one or more other major cities of a country. The principal officer of a consular post and his staff are responsible to the Ambassador in the capital. Consular offices engage in most foreign affairs activities and vary in size and scope.

The number of Foreign Service posts changes with openings and closings; as of November 30, 1974, there were 132 embassies 74 consulates general, 45 consulates, 9 missions to international organizations and one liaison office. About 70 per cent of these 261 posts had USIS offices.

7. Who Can Help You at Foreign Service Posts

The officer in charge of USIS in each country is the Public Affairs Officer (PAO). His staff usually includes a Cultural Affairs Officer (CAO), who is most frequently responsible for the post's involvement with American cultural (including sports) groups which visit the country. You should get in touch with either the PAO or the CAO as soon as possible after arriving in a country abroad.

A Branch Public Affairs Officer (BPAO) is the senior officer at many USIS posts outside of capital cities. In other cities, USIS may have only an information center or a binational center with a resident director. The BPAO or the resident director can be of assistance to you. In cities where there is a US consular office but no USIS office, you should call upon the principal officer of the consulate general or consulate for facilitative services.

Since the PAO or CAO will normally be your primary contact, it is best to approach other elements in an embassy through a USIS intermediary. In case of urgent need for consular services, however, you can save time by asking for specific officers, e.g., a passport officer in case of lost travel documents, a welfare and whereabouts officer in case of trouble with the police. If you need medical assistance, the administrative and consular sections of an embassy maintain lists of English-speaking doctors and dentists.

As a tour leader, you may want to carry in your pocket a copy of Key Officers of Foreign Service Posts (GPO, 70 cents per copy). This 3" x 5" booklet has the address and telephone number of all American embassies and consular offices and lists the names of the top officers at each post, including the PAO. The CAO is not listed, but you can always contact him through the PAO's office.

8. Peace Corps Sports Programs

The mission of the Peace Corps is to promote world peace and friendship and better understanding between Americans and foreign peoples by helping other countries in meeting their needs for trained manpower. Physical education and sports are among the some 300 skills offered by Peace Corps Volunteers, who are chosen from all ages and walks of life and after a training and orientation period, including language study, are placed overseas for two years in countries which need and requested Volunteers to aid in their economic and social development.

In fiscal year 1974, 326 Peace Corps Volunteers (of the worldwide total of about 7,000 in 60-odd countries) were working in specific physical education, recreation, sports and youth development programs in 25 countries around the world. Most of these Volunteers teach full-time physical education at elementary and secondary schools and at colleges. Their auxiliary assignments (after school, at night and on weekends) included coaching various sports teams, supervising intramural programs, serving as leaders in neighborhood recreation programs and conducting athletic clinics.

9. How To Work With the Peace Corps

If you have a special interest in working with Peace Corps Volunteers in athletic clinics or demonstrations in specific countries as part of a tour abroad, you can write to USIS Public Affairs Officers in those countries with an information copy of your letter being sent to the Peace Corps Director, c/o the American Embassy in each country. The PAO will coordinate arrangements with the local Peace Corps Director.

See Appendix XXI for a list of countries with Peace Corps programs. Even though only about half of these countries have Volunteers assigned to formal athletic programs, you should not hesitate to write to the PAO of any of the Peace Corps countries. Many Volunteers in fields other than physical education devote some of their spare time to sports activities and may welcome your assistance. Peace Corps Directors will not have any funds to support your appearances in their countries, but they could possibly arrange for home hospitality, interpreters and the use of athletic facilities for training and demonstrations.

10. Want To Be a Peace Corps Volunteer?

Experienced teachers, coaches and recreation leaders are increasingly in demand by the Peace Corps to teach physical education, train coaches and teachers and work with national committees or ministries of education in evaluating and planning physical education programs, organizing and coaching sports and holding clinics and seminars.

Each year, a number of positions overseas become available for coaches and teachers of physical education, male and female. If you are interested, call the Peace Corps on toll free 800-424-8580 and ask for "Recruitment."

11. The Military Contribution to Sports

The US Armed Forces have long recognized sports as an effective means for developing strength, ability, endurance, teamwork, self-confidence and the will to win.

In 1955, the US Congress assured by law that no outstanding athlete should be denied the opportunity to train for and participate in international sports competitions, simply because he is in the Armed Forces.

Under the aegis of the Interservice Sports Committee of the Department of Defense, American military personnel, in addition to intraservice and interservice competitions, participate in the Pan American and Olympic Games, world championships and international military sports championships organized by the 58-member International Military Sports Council (Conseil International du Sport Militaire or CISM). The US Armed Forces enter teams every year in championships sponsored by CISM in member countries.

Approximately one in eight athletes representing the United States in recent Olympic Games was a member of the Armed Forces. In the 1971 Pan American Games, 40 military athletes were on the US team, and they won 39 of the 218 medals collected by the United States.

12. Military Support for International Sports Tours

For you, as a tour leader, the interest of our Armed Forces in sports opens up the possibility that athletic training and billeting facilities on US military bases in foreign countries might be made available to your team at low cost. Such use, of course, would have to be consistent with the military mission of the US base.

Your request to use these facilities should be sent to the Defense Attaché (copy to the PAO) at the US embassy in the country where you would like to use US military athletic or billeting facilities. See Appendix XXII for a list of embassies with APO or FPO numbers; for other embassies, use this format:

Defense Attaché
American Embassy
Lagos, Nigeria

The request should be made well in advance of your departure from this country, and an information copy also sent to the Interservice Sports Committee Secretariat (ISCS), addressed to:

Director, ISCS
c/o TAGO, DA
ATTN: DAAG-IS
Washington, D. C. 20314
Phone: 202-693-7755

Military attachés may also be helpful to you in arranging friendly games with military and national teams of host countries, particularly of CISM member nations (see Appendix XXIII for list of CISM members).

Certain Armed Forces publications may be of interest to you and your tour members. The Department of Defense puts out a handy (4" x 5") series of Pocket Guides to several countries. Some Guides are out of print, but the following are generally available: Caribbean, France, Germany, Great Britain, Greece, Italy, Japan, Philippines, Spain, Thailand, Turkey and Viet-Nam.

The Navy Department publishes a series of Language Guides (useful phrases) of the same size in French, German, Greek, Italian, Japanese, Norwegian, Portuguese, Russian and Turkish.

Both series of booklets are sold by the GPO at prices ranging from 50 cents to two dollars per booklet.

13. Some Limits on Military Support

Some Americans seem to be under the impression that our Armed Forces can lay on transportation for US goodwill tours abroad. This, however, is not the case. Under the laws and policies governing the use of US military transportation resources, these resources may be used to move non-Department of Defense traffic only when such movement is 1) of an emergency nature involving potential loss of life, or 2) in direct support of the military mission, or 3) specifically authorized by statute, or 4) certified by the head of a federal department or agency to be in the national interest and commercial transportation is not available or readily obtainable.

Again, some US sports tours have gone overseas hoping to fill gaps in their schedules with "pick-up" games with US military base teams. However, experience indicates that base teams are not always eager to meet "all-star" quality teams in what, understandably, would be one-sided matches. The seasonal factor is important too, so you should not begin a tour expecting to arrange games with service teams as you go along. Explore the local situation with the military attachés, if possible, before leaving the United States.

14. President's Council on Physical Fitness and Sports

The President's Council on Physical Fitness and Sports actively encourages and supports participation in sports by Americans of all ages as a means of improving physical fitness and health, enhancing enjoyment of life and broadening the base from which our competitive athletes come.

In carrying out its responsibilities, the Council cooperates with schools, colleges, clubs, industry, recreation agencies and sports-governing bodies in efforts to strengthen leadership, to provide incentives and recognition for sportsmen and to develop innovative programs.

The Council maintains relations with the ministries of sport and national sports-governing federations of many countries, including the member nations of the European Council on Physical Fitness. In coordination with the Department of State, the Council facilitates contacts between American and foreign sports leaders. For example, the Council participates in and acts as host for international conferences on trim and fitness.

15. President's Council as Source of Information

Through its international contacts, the Council has collected a considerable amount of material on sports and physical fitness programs around the world. Although this collection is not available for loan, coaches and other sports professionals as well as students doing research on sports are welcome to use this material at the Council's library. If you are interested, contact:

President's Council on Physical
  Fitness and Sports
Suite 3030
400 Sixth Street, SW
Washington, D.C. 20201
Phone: 202-755-7947

In addition, if you or your foreign friends have a special interest in mass physical recreation programs, the Council's staff can give you information and the names of specialists in this field at home and abroad.

POSTSCRIPT

The underlying theme of this handbook has been encouragement and support for private international sports tours that contribute to friendly relations among nations and better understanding among peoples. If this handbook serves in any measure to help you lead a successful tour abroad, it will have achieved its purpose.

For those who look beyond the immediate goal of a satisfying sports tour, there are, of course, other ways to further the development of international sports understanding. What else might be done by American coaches and athletes as well as by their supporting organizations and communities has been suggested by Alan A. Reich, Deputy Assistant Secretary of State for Educational and Cultural Affairs, in recent public addresses in different parts of the country, and can be summarized as follows:

1. Help strengthen the Olympic movement, including the Olympic development program.

2. Strengthen the ties which bind us with other peoples by actively communicating and working with your foreign sports colleagues and friends.

3. Encourage excellence in all aspects of international interchange.

4. Insure that participants conduct themselves as representatives of their country.

5. Develop cooperative programming with such private associations as the People-to-People Sports Committee, Partners of the Americas, Operation Crossroads Africa and Sister Cities International, with foundations and youth and community service organizations.

6. Seek greater public visibility through the media to expose the maximum number of people here and abroad to the international goodwill generated.

7. Seek facilitative and financial assistance for your program from US companies operating internationally, since they have an interest in carrying out public service activities abroad, as they do in the United States.

8. Promote and develop sports programs and events in support of disaster relief abroad, which also serve to dramatize the humanity of sports enthusiasts in all countries.

POSTSCRIPT

9. Encourage and publicize the participation of international sports federation representatives at sports events in the United States to emphasize the universality of sports and their contribution to international understanding.

10. Assist other nations as requested in building their counterpart sports organizations to insure ongoing interchange.

11. Provide home hospitality, in cooperation with community organizations, for international sports visitors to the United States.

BIBLIOGRAPHY

The titles listed below were selected for their possible interest to leaders of international sports tours. Preference was given to recently published materials, and the inclusion or exclusion of a title is in no way to be construed as reflecting the views of the publisher of this handbook.

Most of these books are listed in the 1974 edition of *Books in Print*, one of the standard references of the US publishing industry, and should be available in or through most bookstores and libraries. Some titles, particularly the travel guides, can be purchased as paperbacks (consult *Paperbound Books in Print* at bookstores or libraries).

Cross-Cultural Communication:

Fisher, Glen H., *Public Diplomacy and the Behavioral Sciences*, Bloomington: Indiana University Press, 1972.

Hall, Edward T., *The Hidden Dimension*, Garden City (N.Y.): Doubleday, 1966.

_______________, *The Silent Language*, Garden City (N.Y.): Doubleday, 1959.

Kluckhohn, Clyde, *Mirror for Man: The Relation of Anthropology to Modern Life*, New York: Whittlesey House, 1949.

Triandis, Harry C., ed., *The Analysis of Subjective Culture*, New York: John Wiley, 1972.

Fund Raising:

Conrad, David L., *Techniques of Fund-Raising*, Secaucus (N.J.): Lyle Stuart, 1974.

Humphries, H.R., *Fund Raising for Small Charities and Small Organizations*, North Pomfret (Ver.): David and Charles, 1973.

Knowles, Helen, *Group Fund Raising Today*, Freeport (Maine): Wheelwright Bond, 1974.

Leibert, Edwin R., and Sheldon, Bernice E., *Handbook of Special Events for Nonprofit Organizations: Tested Ideas for Fund Raising and Public Relations*, New York: Association Press, 1972.

Seymour, Harold J., *Designs for Fund-Raising: Principles, Patterns, Techniques*, New York: McGraw-Hill, 1966.

Sheridan, Philip G., *Fund Raising for the Small Organization*, Philadelphia: M. Evans (order from Lippincott), 1968.

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Publicity and Public Relations:

Blumenthal, L. Roy, *The Practice of Public Relations*, New York: Macmillan, 1972.

Clay, Roberta, *Promotion in Print: A Guide for Publicity Chairmen*, Cranbury (N.J.): A. S. Barnes, 1970.

Cutlip, Scott M., and Center, Allen H., *Effective Public Relations (4th ed.)*, Englewood Cliffs (N.J.): Prentice-Hall, 1971.

Stephenson, H., *Handbook of Public Relations: The Standard Guide to Public Affairs and Communications (2nd ed.)*, New York: McGraw-Hill, 1970.

Verderame, Sal., *Coach's Guide to Public Relations*, Englewood Cliffs (N.J.): Prentice-Hall, 1965.

Travel (guides are usually revised annually):

Cahill, Kevin M., *Medical Advice for the Traveler*, New York: Holt, Rinehart and Winston, 1970.

Fielding's Travel Guides, New York: Morrow.

Fodor's Travel Guides, New York: McKay.

Gutman, Ernest M., *Travel Guide for the Disabled*, Springfield (Ill.): C. C. Thomas, 1967.

Holiday Magazine Travel Guides, New York: Random House.

Pan Am's Encyclopedia of Travel, New York: Pan American World Airways.

Pan Am's New Horizons World Guide: Travel Facts about 119 Countries, New York: Pan American World Airways.

Rand McNally's Pocket Guides, Chicago: Rand McNally.

TWA's Getaway Guides, New York: Frommer/Pasmentier.

Watkins, Bob, and Watkins, Joan, *World Travel Planner*, New York: Universal Publishing and Distributing, 1971.

Fieg, John P. and Blair, John G., *There Is a Difference*, Washington, D.C.: Meridian House International, 1975.

Baack, Lawrence J., *The Worlds of Brutus Hamilton*, Los Altos: Tafnews Press, 1975.

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APPENDIX I

NCAA FOREIGN COMPETITION APPROVAL REQUEST FORM

1. Organization applying: ______________________________

2. Address: ______________________________

3. Sport Involved: ______________________________

4. Date and site of first competition: ______________________________

5. Attach schedule of games or meets indicating dates and opponents.

6. Countries involved in tour: ______________________________

7. Date of departure: ______________ Date of return: ______________

8. Site at which team will be assembled: ______________________________

9. If pre-competition practice sessions are contemplated, please indicate site, number of days and practice sessions involved: ______________________________

____

10. Designate make-up of official party: a. Number of team members: ________

b. Class Standing (based on current or immediate past academic year):

Freshmen ____ Sophomores ____ Juniors ____ Seniors ____

c. Officials ____ d. Coaches ____ e. Others (please explain) ________

11. Date of your institution's last foreign tour: ______________________________

12. Please attach memorandum or letter describing financial arrangements for this competition and any additional information which you feel is pertinent.

13. Under the rules of the NCAA, when an institution competes in foreign competition, proper notification shall be given to the State Department of the United States Government. Please contact Mr. Robert Jones, director of international athletic programs, Department of State, Washington, D.C. 20520. Please indicate whether notification has been given by attaching a copy of the correspondence.

APPLICABLE TO BASKETBALL ONLY: Foreign competition by member institutions must be approved by the Amateur Basketball Association of the United States of America. Please contact Mr. Bill Wall, executive director, MacMurray College, Jacksonville, Illinois 62650. Please indicate whether this approval has been obtained by attaching a copy of the correspondence.

SIGNED: ______________________________ ______________________
Director of Athletics Date

Return to: Dennis Poppe, assistant director of events, NCAA, P. O. Box 1906,
Shawnee Mission, Kansas 66222.

NATIONAL SPORTS ORGANIZATIONS

This representative list of US organizations which have participated in international sports exchanges is in three groups: 1) multisport associations, 2) individual sports associations and 3) organizations for persons with disabilities and other problems requiring special rules and equipment for their sports. Each group is alphabetized according to underlined sport or key words in title.

National headquarters addresses are used where possible, but home or business addresses and telephone numbers of key officers are listed as needed to provide a ready contact point for each organization. This information was current as of June 1975.

1) MULTISPORT ASSOCIATIONS:

Adventure in Education (AIE)
795 St. Ann's Drive
Laguna Beach, California 92651
Christopher D. Appel, Pres.
Phone 714-638-6372

Amateur Athletic Union of the United States (AAU)
3400 W. 86th Street
Indianapolis, Indiana 46268
Ollan C. Cassell, Exec. Dir.
Phone 317-297-2900

Athletes in Action
1451 East Irvine Boulevard
Tustin, California 92680
David Hannah, Dir.
Phone 714-832-3260

Athletic Enterprises
6941 Antigua Place
Sarasota, Florida 33581
Sam Ketcham, Tour Coordinator
Phone 813-921-4966

National Collegiate Athletic Association (NCAA)
P.O. Box 1906
Shawnee Mission, Kansas 66222
Walter Byers, Exec. Dir.
Phone 913-384-3220

United States Collegiate Sports Council (USCSC)
P.O. Box 50850
Tucson, Arizona 85705
Frank L. Bare, Exec. Dir.
Phone 602-792-4366

American Alliance for Health, Physical Education and Recreation (AAHPER)
1201 16th Street, NW
Washington, D.C. 20036
Dr. George Anderson, Exec. Sec.
Phone 202-833-5530

National Indian Activities Association (NIAA)
619 2nd Avenue, Room 303
Seattle, Washington 98104
Ron Johnson, Dir.
Phone 206-682-2585

National Association of Intercollegiate Athletics (NAIA)
1205 Baltimore Avenue
Kansas City, Missouri 64105
A.O. Duer. Exec. Sec.-Treas.
Phone 816-842-5050

Association for Intercollegiate Athletics for Women (AIAW)
1201 16th Street, NW
Washington, D.C. 20036
Dr. Bonnie L. Parkhouse, Consultant
Phone 202-833-5485

National Junior College Athletic Association (NJCAA)
Box 1586
Hutchinson, Kansas 67501
George E. Killian, Exec. Dir.
Phone 316-663-5445

National Association of the
Partners of the Alliance (NAPA)
2001 "S" Street, N.W.
Washington, D.C. 20009
David Luria, Acting Sports Coordinator
Phone 202-332-7332

United States Olympic Committee (USOC)
57 Park Avenue
New York, N.Y. 10016
F. Donald Miller, Col. USA (Ret.), Exec. Dir.
Phone 212-686-1456

People-to-People Sports Committee (PPSC)
98 Cutter Mill Road
Great Neck, New York 11021
Thomas Allen, Exec. Dir.
Phone 516-482-5158

National Recreation and Park Association, Inc. (NRPA)
1601 N. Kent St.
Arlington, Va. 22209
John H. Davis, Pres.
Phone 703-525-0606

National Association for Sport and Physical Education
1201 16th Street, N.W.
Washington, D.C. 20036
Roswell Merrick, Ex. Sec.
Phone 202-833-5536

United States Committee -- Sports for Israel (USCSI)
Statler Hilton
7th Avenue and 53rd Street
New York, N.Y. 10001
Mike Rand Exec. Dir.
Phone 212-947-4815

American College of Sports Medicine
1440 Monroe Street
Madison, Wisconsin, 53706
Gary Jenks, Exec. Sec.
Phone 608-262-3632

National Federation of State High School Associations (NFSHSA)
P.O. Box 98
Elgin, Illinois 60120
Clifford B. Fagan, Exec. Sec.
Phone 312-697-4100

World Leisure and Recreation Association (WLRA)
345 East 46th Street
New York, N.Y. 10017
William D. Cunningham, Exec. Dir.
Phone 212-697-8783

National Council of the Young Men's Christian Association (YMCA)
291 Broadway
New York, N.Y. 10007
Lloyd Arnold, Dir.
Phone 212-349-0700

Youth Enterprises, Inc.
P.O. Box 777
Chula Vista, California, 92102
James J. Gordon, Dir.
Phone 714-477-3139

2) INDIVIDUAL SPORTS ASSOCIATIONS:

Council for National Cooperation in Aquatics (CNCA)
3 Hillandale Ave.
New Rochelle, NY 10803
Mr. Bernard E. Empleton, Exec. Dir.
Phone 914-636-0133

National Archery Association of the United States (NAA/USA)
1951 Geraldson Drive
Lancaster, Pennsylvania 17601
Clayton B. Shenk, Exec. Sec.-Treas.
Phone 717-569-6900

American Badminton Association (ABA)
1330 Alexandria Drive
San Diego, California 92107
Mrs. Waldo Lyon, Sec.
Phone 714-223-3310

American Association of College Baseball Coaches (AACBC)
123 Assembly Hall
University of Illinois
Champaign, Illinois 61820
Lee Eilbracht, Sec.-Treas.
Phone 217-333-3400

United States Baseball Federation (USBF)
Greenville College
Greenville, Illinois 62246
Robert E. Smith, Sec.-Treas.
Phone 618-664-1840

Amateur Basketball Association of the United States of America (ABAUSA)
MacMurray College
Jacksonville, Illinois 62650
William L. Wall, Exec. Dir.
Phone 217-245-5323

National Association of Basketball Coaches of the United States (NABC)
18 Orchard Avenue
Branford, Conn. 06520
Joseph Vancisin, Exec. Dir.
Phone 203-488-1232

International Association of Approved Basketball Officials (IAABO)
1620 Dual Highway East
Hagerstown, Maryland 21740
Stewart C. Paxton, Exec. Dir.
Phone 301-733-4107

Amateur Bicycle League of America, Inc. (ABLA)
P.O. Box 669, Wall Street Station
New York, N.Y. 10005
Ernest M. Seubert, Pres.
Phone 212-944-7295

American Bowling Congress (ABC)
5301 South 76th Street
Greendale, Wisconsin 53129
Albert R. Matzelle, Exec. Sec.-Treas.
Phone 414-421-6400

American Canoe Association (ACA)
4260 East Evans Avenue
Denver, Colorado 80222
Joan L. Mason, Exec. Sec.
Phone 303-758-8257

Amateur Fencers League of America (AFLA)
249 Eton Place
Westfield, New Jersey 07090
Irwin F. Bernstein, Sec.
Phone 201-233-0058

World Amateur Golf Council (WAGC)
USGA Golfhouse
Far Hills, New Jersey 07931
P.J. Boatwright, Jr., Exec. Dir.
Phone 212-679-5335 (NYC tieline)

United States Gymnastics Federation (USGF)
P.O. Box 4699
Tucson, Arizona 85717
Frank L. Bare, Exec. Dir.
Phone 602-622-3865

United States Handball Federation (USTHF)
10 Nottingham Road
Short Hills, New Jersey 07078
Dr. Peter G. Buehning, Pres.
Phone 201-926-6000 (off.) or
379-4148 (home)

Amateur Hockey Association of the United States (AHAUS)
10 Lake Circle, Broadmoor
Colorado Springs, Co. 80900
Hal Trumble, Exec. Dir.
Phone 303-471-9400

Field Hockey Association of America (FHAA)
1160 Third Avenue
New York, N.Y. 10021
E. Newbold Black, IV, Pres.
Phone 212-697-5200

American Horse Shows Association (AHSA)
150 East 69th Street
New York, N.Y. 10021
Albert E. Hart, Jr., Chmn.
Phone 212-486-5310

United States Judo Federation (USJF)
Rural Route No. 21, Box 601
Terre Haute, Indiana 47802
Loren Braught, Sec.
Phone 812-299-9264

APPENDIX II

American Motorcycle Association
(AMA)
P.O. Box 141
Westerville, Ohio 43081
W.A. Boyce, Competition Dir.
Phone 614-891-2425

National Association of Amateur
Oarsmen (NAAO)
Kent School
Kent, Connecticut 06757
W. Hart Perry, Pres.
Phone 203-927-3501 or 3875

United States Parachute
Association (USPA)
P.O. Box 109
Monterey, California 93940
Norman E. Heaton, Exec. Dir.
Phone 408-373-2708

United States Modern Pentathlon
and Biathlon Association
(USMPBA)
707 East Broad Street
Falls Church, Virginia 22046
George M. Wilson, Pres.
Phone 202-693-8220

National Rifle Association of
America (NRA)
1600 Rhode Island Avenue, NW
Washington, D.C. 20036
Maxwell Rich, Maj. Gen., USA
(Ret.), Exec. Vice Pres.
Phone 202-783-6505

Amateur Skating Union of the
United States (ASUUS)
4423 West Deming Place
Chicago, Illinois 60639
Lawrence R. Ralston, Sec.-Treas.
Phone 312-235-9581

United States Figure Skating
Association (USFSA)
1208 Ridgewood Drive
Troy, Ohio 45373
Fred LeFevre, Chmn., Int'l Comm.
Phone 513-335-7579

United States International
Skating Association (USISA)
10 S. Broadway
St. Louis, Missouri 63102
James L. Hawkins, Sec.
Phone 314-241-9090

United States Ski Association
(USSA)
1726 Champa Street, Suite 300
Denver, Colorado 80202
Michael W. Erickson, Exec.
Vice Pres.
Phone 303-825-9183

United States Soccer Federation
(USSF)
350 Fifth Avenue, Suite 4010
New York, N.Y. 10001
Kurt Lamm, Sec.
Phone 212-565-4158 - 9

Amateur Softball Association
of America (ASA)
2801 NE 50th Street, Box 11437
Oklahoma City, Oklahoma 73111
D.E. Porter, Exec. Dir.
Phone 405-424-5266

American Swimming Coaches
Association (ASCA)
1 Hall of Fame Drive
Ft. Lauderdale, Florida 33316
Robert M. Ousley, Exec. Dir.
Phone 305-524-6267

United States Tennis Association, Inc. (USTA)
Education and Research Center
71 University Place
Princeton, New Jersey 08540
Mrs. Eve F. Kraft, Dir.
Phone 609-924-4343

United States Professional
Tennis Association, Inc.
(USPTA)
Three Greenway Plaza East
Suite 226
Houston, Texas 77046
Ray Bovett, Exec. Dir.
Phone 713-679-0070

APPENDIX II

United States Table Tennis
Association (USTTA)
1500 N. Broom Street
Wilmington, Delaware 19806
J. Rufford Harrison, Exec.
Vice Pres.
Phone 302-772-2674

United States Track and Field
Federation (USTFF)
1225 N. 10th Avenue
Tucson, Arizona 85705
Carl W. Cooper, Exec. Dir.
Phone 602-624-7475

United States Track Coaches
Association (USTCA)
1705 Evanston Street
Kalamazoo, Michigan 49008
George G. Dales, Sec.-Treas.
Phone 616-383-1930

United States Volleyball
Association (USVBA)
557 Fourth Street
San Francisco, California 94107
Albert M. Monaco, Exec. Dir.
Phone 415-982-7590

United States Wrestling
Federation (USWF)
405 W. Hall of Fame Avenue
Stillwater, Oklahoma 74074
Steven L. Combs, Exec. Dir.
Phone 405-377-5242

United States Yacht Racing
Union (USYRU)
1133 Avenue of the Americas
New York, N.Y. 10036
Henry H. Anderson, Jr., Exec.
Dir.
Phone 212-575-1060

3) SPECIAL ORGANIZATIONS FOR ATHLETES WITH DISABILITIES:

Athletics for the Blind
152 West 42nd Street, Room 502
New York, N.Y. 10036
San Finkelstein, Sec.-Treas.
Phone 212-947-1346

American Athletic Association
for the Deaf (AAAD)
3916 Lantern Drive
Silver Spring, Maryland 20902
Richard E. Caswell, Sec.-Treas.
Phone 301-942-4042

Special Olympics, Inc.
1701 K Street, NW, Suite 203
Washington, D.C. 20006
Robert M. Montague, Jr.,
Exec. Dir.
Phone 202-331-1731

National Wheelchair Athletic
Association (NWAA)
40-24 62nd Street
Woodside, New York 11377
Benjamin H. Lipton, Chmn.
Phone 212-424-2929

APPENDIX III

SOURCES OF INFORMATION AND EDUCATIONAL MATERIALS

The outlets and sources listed below were selected because their materials appear to be of possible interest to leaders of international sports tours. The inclusion or exclusion of an outlet or source is in no way to be construed as reflecting the views of the publisher of this handbook. Nor can the publisher assume any responsibility for commercial transactions of any of these outlets and sources. All prices quoted below are subject to change.

American Automobile Association, offers free and low-cost guidebooks and road maps to its members. Non-members may purchase certain items, including travel guides to the Caribbean area, the British Isles and Eastern Europe ($2.00 each) as well as to Central and Southern Europe ($3.00 each). These items can be ordered from:

American Automobile Association
8111 Gatehouse Road, Room 305
Falls Church, Virginia 22042
Phone 703-222-6811

Bureau of Educational and Cultural Affairs, US Department of State, has reprints of addresses and articles by Bureau officers which may interest those concerned with exchange activities in general as well as sports tours: "Transnational Communications -- What's Happening?" (May 6, 1974) by Assistant Secretary John Richardson, Jr.; "People-to-People Diplomacy: Key to World Understanding" (Spring 1973) and "International Understanding through Sports" (March 23, 1974) by Deputy Assistant Secretary Alan A. Reich. These are available on request from:

Bureau of Educational and
  Cultural Affairs (CU/P)
Department of State
Washington, D.C. 20520
Phone 202-632-3175

The Bureau also publishes a Directory of Contacts for International Educational, Cultural and Scientific Exchange Programs. The Directory lists governmental agencies and many American private organizations active in the conduct of international exchange-of-persons programs. It is available free on request from:

Bureau of Educational and
  Cultural Affairs (CU/OPP)
Department of State
Washington, D.C. 20520
Phone 202-632-7940

APPENDIX III

Conference Board, an independent, non-profit business research organization, has produced (1973-74) a series of four reports on US Business Support for International Public Service Activities. Report 593 ($3.00, if for educational use) analyzes support from the headquarters of US firms; Reports 616 (Brazil), 617 (Mexico) and 624 (Argentina) analyze support from foreign affiliates ($2.00 each, if for educational use). These are available from:

The Conference Board, Inc.
Information Service Division
845 Third Avenue
New York, New York 10022
Phone 212-759-0900

Council on International Educational Exchange, a private, non-profit organization, publishes Where to Stay: USA, a 240-page paperback that lists, by state, places where a traveler can stay for the night at low cost and sometimes free of charge as well as much other information helpful to those assisting foreign groups and individuals to tour the United States. This publication is available for $2.50 from:

The Council on International
Educational Exchange
777 United Nations Plaza, Dept. MC
New York, New York 10017
Phone 212-661-0310

Exchange, a quarterly published by the US Advisory Commission on International Educational and Cultural Affairs, has reprints of an Exchange article, "Who Wins?," by Walter W. Boehm, former Director of the State Department's Office of International Athletic Programs, which examines the value of competitive sports in developing international understanding. These reprints are available on request from:

US Advisory Commission Staff
(CU/ACS)
Department of State
Washington, D.C. 20520
Phone 202-632-2835

Michelin Tire Corporation, American affiliate of the French firm, is the US outlet for the Michelin Green and Red Guides, road maps of most European countries and six regional road maps of Africa. Price lists are available on request from:

Michelin Guides and Maps
P.O. Box 188
Rosslyn Heights, New York 11577
Phone 212-895-5546

National Audiovisual Center, National Archives and Records Service, is the outlet for the texts and tapes (open reel and cassette) of about 35 foreign language courses developed by the Foreign Service Institute of the Department of State. Price list is available on request from:

National Audiovisual Center (GSA)
Sales Branch
National Archives and Record Service
Washington, D.C. 20409
Phone 301-763-5500

National Education Association publishes Other Lands, Other Peoples, offering concise and up-to-date information on almost every country in the world. Temporarily out of print, a new 312-page edition at an expected price of $4.50 per copy is due out in September 1975. It may be ordered from:

NEA Order Department
Academic Building
Saw Mill Road
West Haven, Connecticut 06516
Phone 203-934-2669

National Geographic Society, well known, private, non-profit source of information about foreign countries, publishes numerous books, maps and globes and has films for sale or rental. Catalog is available on request from:

Publications Division
National Geographic Society
17th and M Streets, NW
Washington, D.C. 20006
Phone 202-296-7500

National Institutes of Health, US Department of Health, Education, and Welfare, distributes Health Hints for the Tropics, a publication of the American Society of Tropical Medicine and Hygiene. This 31-page booklet is available for 50 cents (40 cents each in lots of 100) in the 1967 or sixth edition (a new edition is due out in April 1975, possibly at a higher price) from:

Editor, Tropical Medicine and
Hygiene News
National Institutes of Health
Bethesda, Maryland 20014
Phone 301-496-4212

Organization of American States, which has its Secretariat in Washington, D.C., has many publications and a few films about Latin American and Caribbean countries. Price lists are available on request from:

APPENDIX III

Publications Department
Organization of American States
19th and Constitution Avenue, NW
Washington, D.C. 20006
Phone 202-DU1-8250

and

Visual Arts Department
Organization of American States
1744 C Street, NW
Washington, D.C. 20006
Phone 202-DU1-8252

Professor James A. R. Nafziger, University of Oregon Law School, prepared a paper, "Should There Be a US Sports Policy?," for the 1974 convention of the International Studies Association. Reprints of this paper, which discusses the question in the international context, are available free from:

Professor James A. R. Nafziger
University of Oregon Law School
Eugene, Oregon 97403

Sister Cities International, the principal program of the Town Affiliation Association of the United States, Inc., has a 156-page handbook, Your City and the World. Designed primarily to guide Sister Cities programs, the handbook has useful information for those interested in international exchange activities. It is available for $1.00 (to cover postage and handling) from:

Sister Cities International
Suite 202, City Building
1612 K Street, NW
Washington, D.C. 20006
Phone 202-293-7360

United States Travel Service (USTS), US Department of Commerce, has a 42-page publication useful to foreign visitors, USA Travel Information. USTS also publishes Serving the International Visitor, an 80-page booklet that will help those wishing to organize a community program for foreign visitors. Both items are available without charge from:

Office of Visitor Services
United States Travel Service
US Department of Commerce
Washington, D.C. 20230
Phone 202-967-4786

APPENDIX IV

CHECKLIST (THE 39 STEPS!) OF PREPARATIONS FOR INTERNATIONAL SPORTS TOUR

A tour leader may use this list to prepare sublists for assigning specific responsibilities to his staff or team members:

1. Contracts or other arrangements with local sponsors abroad .... ________
2. Itinerary (including rest stops) .... ________
3. Team or group roster .... ________
4. Funding arrangements .... ________
5. Approval by school and/or parent sports body ...... ________
6. Tickets for international air travel .... ________
7. Photographs, biodata and other publicity materials. ________
8. Press releases and interviews .... ________
9. Distribution of press releases and publicity kits . ________
10. Notification of Department of State, sending two publicity kits (one for USIA) at least one to two months in advance .... ________
11. Advance man .... ________
12. Interpreters .... ________
13. Passports and visas .... ________
14. Vaccinations and other health measures .... ________
15. Prescriptions for medications and eyeglasses ...... ________
16. Medical and first aid kits .... ________
17. Health and life insurance .... ________
18. Verification of availability of equipment abroad .. ________
19. Team or group equipment and uniforms .... ________
20. Audiovisual training aids and materials .... ________
21. Presentation gifts and souvenirs for hosts abroad . ________

APPENDIX IV

22. Personal clothing and items .... ________

23. Miscellaneous items (tape, tissues, pens, stationery, etc.) .... ________

24. Traveler's checks and credit cards .... ________

25. Small supply of foreign currency .... ________

26. International driver's licenses .... ________

27. Schedules of competitions and clinics abroad ...... ________

28. Mailing instructions with itineraries for team families .... ________

29. Lists of key people (local sponsors, USIS and embassy officers, etc.) to be met abroad .... ________

30. *Key Officers of Foreign Service Posts* .... ________

31. Maps, *Background Notes*, travel guides and brochures ________

32. Foreign language guides and pocket dictionaries ... ________

33. Currency and metric system converters .... ________

34. Briefings by area specialists in US Government .... ________

35. Briefings by knowledgeable private persons .... ________

36. Familiarization with US Customs regulations .... ________

37. Packing of air freight .... ________

38. Personal packing (under 44 pounds?) .... ________

39. Pre-arrangements for homecoming ceremonies .... ________

APPENDIX V

M-264
1-75

DEPARTMENT OF STATE
Passport Office
Washington, D.C. 20524

VISA REQUIREMENTS OF FOREIGN GOVERNMENTS

This listing is prepared solely for the information of United States citizens traveling as tourists, and does not apply to persons going as immigrants to foreign countries. The visa fees are in United States currency only. Persons traveling on official business for the United States Government should obtain visa information from the agency sponsoring their travel.

IMPORTANT: THIS LISTING IS PREPARED FROM INFORMATION FURNISHED BY FOREIGN EMBASSIES PRIOR TO JANUARY 1975. SINCE THIS INFORMATION IS SUBJECT TO CHANGE, TRAVELERS SHOULD CHECK PASSPORT AND VISA REQUIREMENTS WITH THE CONSULAR OFFICIALS OF THE COUNTRIES TO BE VISITED WELL IN ADVANCE OF THEIR DEPARTURE DATE.

AS OF THE DATE OF THIS LISTING, UNITED STATES PASSPORTS ARE NOT VALID FOR TRAVEL INTO OR THROUGH CUBA, NORTH KOREA OR NORTH VIET-NAM UNLESS SPECIFICALLY VALIDATED FOR SUCH TRAVEL BY THE DEPARTMENT OF STATE.

Passports Not Required

A U.S. Passport is not required for travel to any territory or waters, continental or insular, subject to the jurisdiction of the United States, including the Canal Zone.*

A U.S. citizen is not required by our laws/regulations to have a passport for travel to or in North, South or Central America or adjacent islands except for Cuba. However, a passport is recommended as some countries require a passport and visa when traveling to or through those countries. A U.S. Passport may not be used for travel to or in Cuba, unless it has been specially validated by the Secretary of State for this purpose.

A person who visits countries in North, South or Central America and adjacent islands without a passport, should be in possession of documentary evidence of his U.S. citizenship and identity to facilitate reentry into the U.S. If born in the U.S. he should have his birth or baptismal certificate or some other personal document which would be helpful in establishing that he is a U.S. citizen, such as an affidavit of his birth executed by his parents or some other person having personal knowledge of the date and place of his birth. A naturalized citizen should carry his certificate of naturalization. A person born abroad may carry an approved Report of Birth or a Certification of Birth issued by the Department of State. Employee identification cards or passes, insurance policies, driving permits, cards showing club membership, and other documents of this nature are useful for identification purposes.

Where to Apply for a Passport

If you require a passport a Passport Agent, a clerk of any Federal court, a clerk of any State court of record or a judge or clerk of any probate court, or a postal clerk designated by the Postmaster General are authorized to accept passport applications. U.S. Passport Agencies are located in Boston, Chicago, Honolulu, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle and Washington, D.C.

How to Use the Visa Fee Sheet

NECESSARY VISAS SHOULD BE OBTAINED BEFORE PROCEEDING ABROAD. Most foreign consular representatives are located in principal cities, particularly Chicago, New Orleans, New York, San Francisco and Washington, D.C. In many instances, a traveler may be required to obtain visas from the consular office in the area of his residence. IT IS THE RESPONSIBILITY OF THE TRAVELER TO OBTAIN VISAS, WHERE REQUIRED, FROM THE APPROPRIATE EMBASSY OR NEAREST CONSULAR OFFICE. The address of foreign consular offices in the U.S. may be obtained by consulting the CONGRESSIONAL DIRECTORY, which is available in most libraries, or city telephone directories. Tourists may be required to present other documentation at the port of entry of countries to be visited.

Immunizations

Under the International Health Regulations adopted by the World Health Organization, an International Certificate of Vaccination against smallpox may be required as a condition of entry to any country. An International Certificate of Vaccination against yellow fever may be required by some countries. Cholera certificates are no longer required. For return to the United States, only a smallpox certificate will be required if, within the past 14 days, a traveler has visited a country reporting smallpox. Specific information on required and recommended immunizations and prophylaxis for travel to all areas of the world may be obtained from your local or State health department.

***CANAL ZONE**–Passport or visa not required of tourists. Landing cards available to ship passengers. Panama documentation sufficient for entry to Canal Zone via Panama. Entry of bona fide visitors of Canal Zone residents may be expedited by "Advance Authorization to Enter the Canal Zone" issued by Executive Secretary, Canal Zone Government, Balboa Heights, Canal Zone.

APPENDIX V

AFGHANISTAN–Valid passport required. Transit visa, valid 72 hrs., $5. Tourist visa valid 6 mos., for stay up to 30 days, can be extended, $5. 3 photos. For employment or business travel apply 3 weeks in advance for entry visa. When passport is to be returned by mail, send self-addressed stamped envelope. For specific requirements check Embassy or Consulate, 122-126 West 30th St., New York, 10001.

ALBANIA—Apply Albanian Mission, 131 Rue de la Pompe, Paris 16e, France; or Via Asmara 9, Rome, Italy.

ALGERIA–Tourist visa, valid 3 mos., can be renewed, multiple entries, 4 photos, $4. Obtain visa prior airport arrival. Apply Embassy of the Democratic and Popular Republic of Algeria, 2118 Kalorama Rd., N.W., Washington, D.C. 20008. Check Embassy for specific requirements. All tourists register at Embassy of Switzerland, Amer. Interests Sec., 4 Chemin Cheikh Bachir Brahimi, Algiers.

ANDORRA—(See France.)

ANGOLA—Single passport, $5.85, family passport (husband, wife, minor children) $8.78, joint passport (kinship other than that specified for family passport), $5.85 for each person. Apply well in advance of travel. Letter required stating exact length of stay. Visa must be used within 120 days. Check Embassy of Portugal/consulate for specific requirements.

ARGENTINA–Passport required. Tourist visa not required up to 3 mos., extension up to 3 mos. Visa required all other travelers, various fees. Apply nearest consul and check specific requirements.

AUSTRALIA–Transit visa not required up to 72 hrs. Visitor visa valid 48 mos. or life of passport whichever shorter, multiple entries, stay of 6 mos., no charge. Require evidence of funds/onward transportation, 1 photo. Apply Consulate-General, San Francisco 94108, New York 10020; Chicago 60601, Los Angeles 90010, Honolulu 96813; or Embassy, Washington, D.C. 20036. Check Consulate-General/Embassy for specific health requirements and regulations for entry other than visits.

AUSTRIA—Visa not required up to 3 mos. Visa required if trip is for gainful occupation, no charge. Check Embassy/consulate for specific requirements.

AZORES—Visa not required for tourist stay up to 60 days. For stays over 60 days, same requirements and fees as listed under Angola.

BAHAMAS–Passport and visa not required of tourist with onward/return ticket and sufficient identification of citizenship (birth cert. or voter regis. card.) Passport and visa required for residence, business or missionary work, $5. Businessmen inquire about work permit and traveling saleman's license. Apply British Embassy/consulate and check specific requirements; also check about entry of pets.

BAHRAIN—Passport and visa required. $5.20. Apply Permanent Mission of the State of Bahrain to the U.N., 605 Third Ave., New York 10016, for specific requirements.

BANGLADESH—Passport and visa required. Check specific requirements with the Embassy of the People's Republic of Bangladesh, Washington, D.C. 20036.

BARBADOS—Passport and visa not required up to 6 mos. Tourist must have return ticket, proof of citizenship. Business visa, valid 3 mos. (work permit may be necessary), no charge. Check consul at New York, Chicago, West Palm Beach, Boston, or Embassy, Washington, D.C. 20008 for residence/business visas and specific requirements.

BELGIUM–Passport required. Visa not required for business or tourist stay up to 90 days. Temporary residence permit required for stays over 90 days. Check Embassy/consulate for specific requirements.

BELIZE–Passport and visa not required for tourists up to 6 mos. if in possession of return/round trip ticket beginning in and returning to U.S., and other evidence of U.S. citizenship. Check British Embassy/consulate for specific requirements.

BERMUDA—Passport and visa not required for tourists. Onward/return documents and proof of identity and citizenship required (passport, birth cert. or voter regis. card.) Apply Board of Immigration for work permit. Check British Embassy/consulate for specific requirements.

BOLIVIA—Passport and tourist card for stay up to 90 days, may be extended 90 days, no charge. Obtain tourist cards from airlines servicing Bolivia. Business visa, $10. Cultural/missionary groups apply consulate. Check Embassy/consulate for specific requirements.

BOTSWANA, REPUBLIC OF—Visa not required. Transit visa required from Rep. of South Africa/Zambia if Botswana is entered from Rep. of South Africa/Zambia. Visitors register at Immigration Office if stay is over 7 days. Check Embassy/consulate for specific requirements.

BRAZIL–Passport required. Visa not required for tourist stay up to 90 days. Tourist must have return ticket or bank introduction letter attesting financial capability; smallpox vaccination. Children 3 mos. - 6 yrs. must have polio vaccination. Check Embassy/consulate for stays over 180 days and specific requirements.

BRUNEI–Passport required. Visa not required for transit/temporary stay. Visa required for residence/employment, $5. Apply British Embassy/consulate, and check specific requirements.

BULGARIA—Valid passport required. Transit visa, up to 48 hrs., $1 ($3 surcharge if obtained at border.) Tourist visa not required for 48 hrs.-60 days. Entry visa required all other travelers or business, including "guests" of friends/relatives, $2.60, apply only at Embassy. When applying by mail include stamped, self-addressed envelope. Check Embassy/consulate for specific requirements.

BURMA—Valid passport required. Transit visa, $2.10, valid 24 hrs., 2 photos, must leave Burma traveling in same direction as on arrival with visa for destination. Tourist visa, $6.30, valid 1 wk., 1 entry, 4 photos, confirmed reservations or onward/return ticket required. Entry visa, $6.30, valid for stays over 24 hrs., 1 entry, 6 photos and name/address of guarantor in Burma. Overland travel into Burma not permitted. Enclose stamped, self-addressed envelope (registered/certified) for return of passport. Apply Embassy, Washington, D.C. 20008; or Consulate General, New York 10021; check specific requirements and currency regulations.

BURUNDI, REPUBLIC OF–Valid passport required. Transit visa required. Entry visa, 1 mo. $7, 3 photos. Include return postage of $1.20. Obtain before arrival. Apply Embassy, Washington, D.C., 20008; or Permanent Mission of Burundi to the U.N., New York 10017; and check specific requirements. Allow 1 month.

CAMEROON—Transit visa not required. Visa valid up to 1 mo., no charge, can be obtained on arrival. For stays over 1 mo., visa valid up to 3 mos., $5, 2 photos. Apply nearest Cameroon or French Embassy/consulate and check specific requirements.

CANADA–Passport or visa not required for tourist, but should carry citizenship evidence (valid or expired passport, birth cert., naturalization cert.) and personal ident. (driver's license, employee I.D. card, etc.) Passport is required for immigration, employment, residence. Check Embassy, Washington, D.C. 20036, or nearest Consulate for specific requirements regarding nonimmigrant entry.

APPENDIX IV

CANAL ZONE—(See footnote on page 1.)

CAPE VERDE—(See Angola.)

CENTRAL AFRICAN REPUBLIC—Passport (or identification) required. Visa not required. Check Embassy for specific requirements.

CHAD—Transit visa without stay/stay of 2 wks., $6.25, onward ticket required. Visitor visa, up to 3 mos., $6.25, 1 entry, round-trip ticket, 3 photos. Apply Embassy, Washington, D.C. 20037; and check specific requirements.

CHILE--Passport required. Visa not required for stay up to 3 mos. May apply for an additional 3 mos. Check Embassy/consulate for specific requirements.

CHINA, PEOPLE'S REPUBLIC OF-For specific requirements, check The People's Republic of China Liaison Office, 2300 Connecticut Avenue, N.W., Washington, D.C. 20008

CHINA, REPUBLIC OF (TAIWAN)—Visa valid 48 mos., multiple entries no charge. Check Embassy/consulate for specific requirements.

COLOMBIA–Passport and onward/return ticket required for stay up to 90 days. Groups of 10 or more tourists may enter on tourist card and birth certificate. Check Embassy/consulate for specific requirements.

CONGO, PEOPLE'S REPUBLIC OF (Brazzaville)—Apply nearest French Embassy/consulate outside of U.S., and check specific requirements. Visa required when in transit to Zaire.

COSTA RICA–Passport and visa not required if tourist card obtained prior to departure; otherwise, passport and visa are required, no charge. Tourist card valid 30 days may be extended 6 mos., apply consul or transportation company, $2; for each month renewed, 75¢. Exit permit required for stays over 30 days, $2.96. Passport required if traveling by auto. Check Embassy/consulate for specific requirements.

CURACAO—(See Netherland Antilles.)

CYPRUS—Visa not required

CZECHOSLOVAKIA–$7 per person over 15 yrs. of age. $7 fee if child has own passport. $7 per person on joint passport. Entry/transit visa valid 1 entry, $7, 2 photos, 2 entries, $14, 4 photos. $3.50 per person for organized groups over 10 persons. All visas valid 5 mos. Check Embassy for specific requirements.

DAHOMEY–Transit visa, no charge for stay up to 48 hours. 1-15 days, $3; 16 days-1 month, $5. 1-3 months, $8; 3-6 months, $12; 6 months-1 year, $16. 2 photos. Apply Embassy Washington, D.C. 20008; and check specific requirements.

DENMARK (including Greenland)—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian area: Finland, Sweden, Norway, Iceland.) Special rules apply for entry into U.S.-operated defense area in Greenland. Check Embassy/consulate for specific requirements.

DOMINICAN REPUBLIC—Passport/tourist card required. Tourist card, valid 15 days, can be extended 45 days, no charge; proof of citizenship required. Visa, no charge. Check Embassy/consulate for specific requirements.

ECUADOR—Valid passport, Migratory Control Card, no charge, and return/onward ticket required for stays up to 3 mos. May be extended 3 mos. Check Embassy/consulate for specific requirements.

EGYPT, ARAB REPUBLIC OF (formerly United Arab Republic)—Check Dept. of State, or American Interest Sec., Spanish Embassy, Cairo, travel prohibited certain areas. Tourist/entry visa, valid 3 mos., 1 entry, $2. Transit visa, valid up to 7 days; business visa, valid 3 mos.; 1 photo required. Visa not required if traveler does not leave airport or remains on board vessel. Apply Embassy of India, Egyptian Interests Sec., 2310 Decatur Pl., N.W., Washington, D.C. 20008; and check specific requirements.

EL SALVADOR–Passport or proof of citizenship (passport, birth cert., or I.D. card) required. Tourist card issued on arrival; not required if entering on valid passport. Passport required enroute overland to Honduras, Nicaragua and Panama. Check Embassy/consulate for specific requirements.

EQUATORIAL GUINEA—Passport and visa required. Check specific requirements with Permanent Mission of Equatorial Guinea to the U.N., New York 10022.

ESTONIA—Visas for entry or transit are issued by Soviet diplomatic and consular representatives.*

ETHIOPIA–Tourist/business visa, $4, valid 90 days, 3 photos, can be renewed. Apply Embassy, Washington, D.C. 20008; or Consulate, New York, 10022, and check specific requirements. Allow 48 hrs. When applying by mail, include $1.50 postage fee.

FIJI—Passport and onward/return ticket required. Visa issued on arrival for stay up to 4 mos., can be extended 2 mos. Check Fiji Mission to the U.N., 845 Third Ave., New York 10022, for specific requirements.

FINLAND—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian area: Sweden, Norway, Denmark, Iceland.) Check Embassy/consulate for specific requirements.

FRANCE AND OVERSEAS TERRITORIES—Visa not required for stay up to 3 mos. in Metropolitan France, Andorra, Monaco, Martinique, Guadeloupe, Guiana, Reunion, St. Pierre and Miquelon; 7 photos required for stay over 3 mos. Martinique and Guadeloupe, passport not required for tourist stay up to 10 days when carrying identity card containing photograph. Visa is required for travel to French Somaliland, The Comoro Islands, French Austral and Antartic Lands and Wallis and Futuna Island; a traveler must be in possession of onward/return ticket and 7 photos. Visa required for New Caledonia, Tahiti and dependencies for stay of over 10 days. Visa fee: 1 entry, $2.45; 2 entries, $3.68; multiple entries, $4.06; requires 4 photos. Check Embassy/consulate for specific requirements.

GABON—Tourist/business visa, 1 entry, $10. Students/missionaries, 1 entry, $5. Length of stay variable; 3 photos required. Obtain before arrival. Apply Embassy, Washington, D.C. 20011; and check specific requirements. Allow 15-30 days.

GAMBIA, REPUBLIC OF THE–Transit visa, $1.25; other visas, $5. Apply British Embassy/consulate for specific requirements.

GERMANY, FEDERAL REPUBLIC (WEST GERMANY)-Tourist/business visa not required for stay up to 3 mos., in Federal Republic (West Germany) including West Berlin, if stay is temporary. For longer stay, obtain temporary residence permit from local Alien Office. Check Embassy/consulate for specific requirements.

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*This information does not imply U.S. Government recognition of country's forcible annexation by the Soviet Union.

GERMANY, DEMOCRATIC REPUBLIC (EAST GERMANY)–Travelers in German Democratic Republic (East Germany) must have visa, obtainable in most cases at border or in advance through U.S. travel bureaus or from Reisebuero der DDR in East Berlin. Overnight stays in East Berlin also require visa but no visa required for one day trips from West Berlin to East Berlin. For further information check Embassy of the German Democratic Republic, 1717 Mass. Ave., N.W., Washington, D.C. 20036.

GHANA–Tourist visa, valid up to 14 days, $2.25, 3 photos. For stay over 14 days, apply well in advance of departure to Embassy, Washington, D.C. 20009; or Ghana Consulate General, 150 East 58th St., New York 10022; and check specific requirements including employment regulations.

GIBRALTAR—Passport required. Visa not required for tourist. Check British Embassy/consulate for specific requirements, including employment regulations.

GREAT BRITAIN AND NORTHERN IRELAND—(See United Kingdom.)

GREECE—Visa not required for stay up to 2 mos. for business/pleasure. Check Embassy/consulate for specific requirements.

GREENLAND—(See Denmark.)

GRENADA–Passport and visa not required for visits up to 6 mos. by tourists with onward/return tickets and evidence of identity and citizenship. Check British Embassy/consulate for specific requirements.

GUATEMALA–Tourist card, $1, valid 6 mos., entry within 30 days of issue. Card obtained from consulate or airline serving Guatemala; requires personal appearance and identification (passport or birth cert.) Tourist/business visa, multiple entries, no charge. Check Embassy/consulate for specific requirements.

GUIANA, FRENCH—(See France.)

GUIANA, NETHERLANDS—Same requirements as Netherlands Antilles.

GUINEA—Visa valid 3 mos., $5, 1 entry; 3 photos. Apply well in advance of departure date to Embassy, Washington, D.C. 20008; or Guinea's Mission to the U.N., New York 10021; and check specific requirements.

GUINEA, PORTUGUESE—(See Angola.)

GUYANA—Valid passport and return/onward ticket required. Visa not required of visitors; entry permit, valid 1 mo., obtained at port of entry. Certain businessmen must apply before entry. Check Embassy for specific requirements.

HAITI—Passport/visa not required of tourists. Tourist card, valid 30 days, $2, obtain on arrival; may apply for 2 separate 30 day extensions. For stay over 30 days, obtain visitors visa prior to entry, valid 90 days, $3.20. Check Embassy/consulate for specific requirements.

HONDURAS – Passport required. Visa valid up to 3 mos., no charge. Check Embassy/consulate for specific requirements.

HONDURAS, BRITISH–(See Belize.)

HONG KONG–Tourist visa not required for stay up to 1 mo. with onward/return transportation by sea/air. Visa required all other travelers, $5. Apply British Embassy/consulate and check specific requirements.

HUNGARY–Valid passport. Transit visa, valid 48 hrs. Entry visa, stay up to 30 days, 1 entry, $5.50, 2 photos; 2 entries, $7.50, 3 photos. Apply Embassy, consulate or int'l frontier crossing points (except travel by train.) Hotel voucher or Forint order also arranged by travel agency. Forint orders obtainable at Embassy, consulate or borders. Forint orders $6.45 per day per person if no hotel reservation or tourist arrangements. Forint order for 10 days for stay of 30 days for visiting relatives. Visas extended in Hungary. Extra charge when arriving without visa. For business visa, specific arrangements, check Embassy, 2437 15th St., N.W., Washington, D.C., 20009 or Consulate General, 8 East 75th St., New York, 10021.

ICELAND—Visa not required of tourist up to 3 mos. Visa required for stay over 3 mos., 1 photo. Employment visa, valid 4 yrs., no charge. Apply Embassy, Washington, D.C. 20008; or Consul at New York, Chicago, Minneapolis, Los Angeles; and check specific requirements.

INDIA—Transit visa, valid 14 days, 20¢. Entry visa, valid 3 mos., 1 entry, $2.10. Tourist visa, $2.10, valid 3 mos. from date of entry into India, 3 entries within 6 mos. of issue. 2 photos required. For stay over 30 days, check local registration authorities on arrival. Check automobile regulations before arrival. Airport fee/tax charged on departure. Apply Embassy, Washington, D.C. 20008; or Consulate General, New York 10621 or San Francisco 94105; and check specific requirements.

INDONESIA–Tourist visa, stay up to 1 mo., 1 entry, 2 photos, $2.80. Business visa, stay up to 5 wks. (can be extended), 1 entry, 2 photos, $4.80. Landing fee $15 if stay is over 30 days. $2.20 additional per person included in passport. Obtain visa before arrival. Allow 48 hrs. Apply Embassy, Washington, D.C. 20036; or Consulate General in New York 10021 or San Francisco 94104; and check specific requirements.

IRAN–Visa valid 3 mos. or 1 year, multiple entries, no charge; 1 photo. Apply Embassy, Washington, D.C. 20007 or Consulate General, New York 10020; San Francisco 94111; or Chicago 60611; and check specific requirements.

IRAQ—Tourist visa valid 3 mos. 1 entry, 1 photo. Apply Embassy of India, Iraqi Interests Sec., 1801 P St., N.W., Washington, D.C. 20036, and check specific requirements.

IRELAND–Visa not required. Persons who do not or cannot comply with laws/regulations on entry, residence and employment may be refused entry. Check Embassy/consulate for specific requirements.

ISRAEL—Valid passport required. Tourist visa not required up to 3 mos. Apply Ministry of Interior for extension. Holders of official/diplomatic passports obtain visas prior to entry. Check Embassy/consulate for specific requirements, and sensitive area warning.

ITALY–Visa not required for stay up to 3 mos. Apply competent authorities or Italian police for 3 mos. extension. For stays over 3 mos., or employment, and for all students, obtain visa before departure. Check Embassy/consulate for specific requirements.

IVORY COAST—Transit/short-stay visa, 1 entry, no charge, 4 photos; multiple entry visa, valid 3 mos. $54 fine for arrival without visa. Apply Embassy, Washington, D.C. 20008; or Ivory Coast Visa Office, 521 Fifth Ave., Suite 1420, New York 10017; and check specific requirements. Include postage for passport return by certified and regular or airmail. If outside U.S. and obtaining visa from French Embassy or Consulate, allow 3 wks.

APPENDIX V

JAMAICA—Passport and visa not required of tourist for visit up to 6 mos. in direct travel from U.S., Puerto Rico, or Amer. Virgin Islands. Tourist must have return ticket, proof of citizenship, identity document, and sufficient funds. Tourist card issued on arrival; returned to immigration authorities on departure. Passport, but no visa required if not arriving in direct travel from U.S. territory. Visa required for business or study, no charge. Business visas usually valid up to 14 days; inquire about work permit before arrival. Apply Embassy, Washington, D.C. 20009; or Consulate General, New York 10017; or Consulates, Miami 33131; Chicago 60653; or Torrance, Calif. 90502; and check specific requirements.

JAPAN–Passport and visa required. Transit visa, valid 15 days. Tourist visa, valid 60 days. Business visa, valid 180 days to 3 yrs. Multiple entries within 48 mos. of issue, no charge. Check Embassy/consulate for specific requirements.

JORDAN—Visa valid 4 yrs., multiple entries, no charge. Apply Embassy, Washington, D.C. 20008 or consulates; and check specific requirements.

KENYA–Visa valid up to 3 mos., $3.15, multiple entries within 1 year in special cases. Transit visa, 35¢ valid up to 7 days. Obtain before arrival. Apply Embassy, Washington, D.C. 20008, or Kenya Tourist Office, 15 E. 51st St., New York 10022; and check specific requirements.

KHMER REPUBLIC (formerly Cambodia)—Visa required. Tourist visa, valid 3 mos., from date of issue for stay of 7 days, $4.60, 3 photos, may be renewed. Apply Embassy of the Khmer Republic, Washington, D.C. 20011 and check specific requirements. May apply on arrival at intern'l airports/police border posts.

KOREA–No charge. All visas valid for multiple entries within 48 mos. Transit visa, valid up to 15 days. Tourist visa, valid up to 60 days. Entry visa, valid over 60 days, 2 photos, and 2 affidavits of support required. Fine imposed for overstaying visa and for entry visa holder not registering within 60 days after entry. Check Embassy/consulate for specific requirements.

KUWAIT—Passport and visa required. Transit visa, valid 2 days, 70¢. Entry visa, valid 1 mo., 1 entry $2.80. Certain cases, Permit/Invitation to Visit required. Apply Embassy, Washington, D.C. 20008; or Consulate of State of Kuwait, 235 East 42nd St., New York 10017; and check specific requirements.

LAOS–Tourist visa not required for stays of 7 days or less if arriving by air. Visa required for stays over 7 days or if arriving other than airline. Check Embassy for specific requirements.

LATVIA—Visas for entry or transit are issued by Soviet diplomatic and consular representatives.*

LEBANON—Transit visa, valid 15 days, 1 entry, $2.50. Entrance visa valid 6 mos., 2 entries, $5; multiple entries, $7.50. Group visa (over 10), available on request. When applying by mail include self-addressed envelope and 90¢ for handling costs. Apply Consulate, New York 10021; and check specific requirements.

LESOTHO—Obtain visa within 48 hrs. after arrival, valid 20 days, may be renewed. Transit visa required from Republic of South Africa, 2 photos. Check Embassy for specific requirements.

LIBERIA—Transit visitor with onward ticket can remain at airport up to 48 hrs. Entry visa, valid 3 mos., 1 entry, $2, 3 photos, obtain before arrival. Exit permit required, 1 photo, obtain on arrival. Apply Embassy, Washington, D.C. 20011. Check Embassy/consulate for specific requirements.

LIBYA–Transit visa valid 15 days, $7. Tourism or Visitors visa, valid 90 days if issued by Embassy in D.C. (30 days by other Embassies), 1 entry, $7; $10.50 for work, business or joining resident. Extension of reentry visa, $5.25. Obtain visa before arrival, 2 photos required. Check Embassy for specific requirements. Note: Libya requires an Arabic translation be in the passport before a visa is issued. Check Passport Office, Washington, D.C. for specific requirements.

LIECHTENSTEIN–Visa not required for tourist/business stay up to 3 mos. Check Embassy/consulate of Switzerland for specific requirements.

LITHUANIA—Visas for entry or transit are issued by Soviet diplomatic and consular representatives.*

LUXEMBOURG–Valid passport required. Visa not required up to 3 mos., visa required for stays over 3 mos., $7.50, plus return postage for registry, 4 photos. All travelers must be in possession of sufficient funds and onward/return ticket. For student/employment, entry and other specific requirements, check Embassy/consulate.

MACAO–(See Angola.)

MADAGASCAR (MALAGASY REPUBLIC)–Valid up to 6 mos., 3 entries, $2.25, 3 photos required. Apply Embassy, Washington, D.C. 20008; or Permanent Mission of Madagascar to the U.N., New York 10017. Check Embassy/consulate for specific requirements.

MADEIRA–(See Portugal.)

MALAWI–Visa not required for stay up to 1 year. Entry visa, no charge, for stay over 1 year, 2 photos required. Check specific regulations regarding women's dress and men's hair length with the Embassy, Washington, D.C. 20008; or Malawi Mission to the U.N., New York, 10017.

MALAYSIA–Tourist visa not required. Passes required for visitors staying over 3 mos. Visa required for employment, residence, education, and research, $2.50. Apply Embassy, Washington, D.C., 20008, and check specific requirements.

MALDIVES (MALDIVE ISLANDS)—Passport required. Visa not required. Check Embassy, 25 Melbourne Ave., Colombo 4, Sri Lanka (Ceylon), for specific requirements.

MALI—Visa valid 1 wk., $8, obtain before arrival, 2 photos required. Apply Embassy, Washington, D.C. 20008; or Permanent Mission of Mali to the U.N., New York 10021. If applying by mail, include stamped, self-addressed envelope. Apply for renewals in Mali. If in country without Malian Mission, cable visa request to "le Directeur des Services de Securite, Bamako, Mali." Check Embassy for specific requirements.

MALTA—Visa not required up to 3 mos. Check Embassy/consulate for specific requirements.

MARTINIQUE—(See France.)

MAURITANIA–Visa valid 3 mos., 3 photos, $10. Apply Embassy, Washington, D.C., 20008; or Mission of Mauritania to the U.N., New York 10018; and check specific requirements.

MAURITIUS–Transit visa, $1.25. Tourist visa, valid 3 mos., $5. Apply British Embassy/consulate; and check specific requirements.

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*This information does not imply U.S. Government recognition of country's forcible annexation by the Soviet Union.

APPENDIX V

MEXICO—Passport and visa not required of U.S. citizens visiting solely for tourism, in transit, or study up to 180 days. Tourist card is required, valid 6 mos., 1 entry, no charge; multiple entries, no charge; 4 photos 2" x 2" required. First entry must be within 90 days of issuance. Either card valid up to 180 days from date of first entry. Tourist cards not renewable or extendable in Mexico. If children are included with parents, they must leave Mexico together, unless prior arrangements are made with Mexican Dept. of Immigration. Apply for tourist cards from Mexican Consulates, Mexican Government Tourist Department Offices, Mexican Immigration Office at ports of entry and airlines serving Mexico. Proof of citizenship required.

A traveler entering for other than tourism or for a prolonged stay should inquire at Mexican Consulate regarding documentation required. Check Embassy/consulate for specific requirements.

MICRONESIA—(See Trust Territory of the Pacific Islands.)

MIQUELON—(See France.)

MONACO—(See France.)

MOROCCO—Visa not required up to 3 mos. Apply to local authorities for longer stay. Check Embassy/consulate for specific requirements.

MOZAMBIQUE—(See Angola.)

NEPAL—Visa valid 6 mos. for stay up to 15 days, $3., 1 photo. Apply Embassy, Washington, D.C. 20008 or at Delhi, Calcutta, Tokyo, Bangkok, Dacca en route. Apply for extension from the Immigration Office, Ram Shah Path, Kathamandau, Nepal. Check Embassy/consulate for specific requirements.

NETHERLANDS—Passport required. Visa not required for pleasure/business up to 90 days. Tourist may be asked to show onward/return ticket, necessary travel documents or sufficient funds for stay. For residence authorization and work permit, consult Embassy/consulate for specific requirements.

NETHERLANDS ANTILLES—(Aruba, Bonaire, Curacao, Saba, St. Eustatius, St. Maarten)—Visa not required. Valid passport or proof of U.S. citizenship required. Tourists may be asked to show onward/return ticket, necessary travel documents, or sufficient funds for stay. Check Netherlands Embassy/consulate for specific requirements.

NEW GUINEA, PAPUA—(See Papua New Guinea.)

NEW GUINEA, WEST (WEST IRIAN)—Visa information available at Embassy of Indonesia, Washington, D.C. 20036 or any Indonesian Consulate. Check for specific requirements.

NEW ZEALAND—Visa not required for stay up to 30 days if holding onward tickets. Visa valid 48 mos., multiple entries, proof of fully-paid ticket for onward/return journey, no charge. Maximum stay usually 3 mos. on first trip; 6 mos. authorization in special circumstances. Apply Embassy, Washington, D.C., 20008; or Consulate General, New York 10020, San Francisco 94111; or Los Angeles 90014; and check specific requirements.

NICARAGUA—Tourist card, valid up to 8 wks., no charge, issued only by airlines servicing Nicaragua, to citizens born in U.S. or Puerto Rico; not valid for travel by land/sea, proof of citizenship required. Passport and visa, 2 photos, required for travel by land/sea, for visits over 8 wks., and for naturalized citizen. Check Embassy/consulate for specific requirements.

NIGER—Transit/tourist visa up to 1 wk., no charge; 1 wk. to 3 mos., $6.25, 2 photos. Tourist visa requires (1) letter from travel agent regarding round-trip ticket or (2) bank guarantee of deposit. Alien card for prolonged stay, $12.25, yearly renewal, $6.23. Prior arrangements required for stays over 3 mos. Check Embassy for specific requirements.

NIGERIA—Transit visa, $2.18. Visa valid 1 entry within 3 mos., $2.18, 3 photos. Obtain before arrival. All persons must carry passport or relevant document/onward ticket at all times. Apply Embassy, Washington, D.C. or Nigerian Consulate General, New York 10022 or San Francisco 94108; and check specific requirements.

NORWAY—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian areas: Finland, Sweden, Denmark, Iceland.) Check Embassy/consulate for specific requirements.

OKINAWA—(See Japan.)

OMAN—Tourist visa not issued. Business visa, 1 entry, $4.50, multiple entries, $9, valid 90 days, 2 photos. For specific requirements, check Embassy of the Sultanate of Oman, Washington, D.C. 20008.

PAKISTAN—Passport required. Visa not required for transit stay up to 15 days, or tourist stay up to 30 days. For a prolonged stay or stays other than tourism, check Embassy/consulate for specific requirements.

PANAMA—Valid passport and visa; or tourist card and evidence of citizenship, round trip/onward ticket. Tourist visa, valid 48 mos., no charge. Tourist card, valid 30 days, $2; obtain from airline serving Panama. Traveler on int'l flights staying overnight in Panama must have visa or tourist card; such planes do not land in Canal Zone. Check Embassy/consulate for specific requirements.

PAPUA NEW GUINEA—Apply Australian Consulate-General, San Francisco 94104; Los Angeles 90010; New York 10020; Chicago 60601; Honolulu 96812; or Embassy, Washington, D.C. 20036; check specific requirements. No charge.

PARAGUAY—Passport required, visa not required for stay up to 90 days. Check Embassy/consulate for specific requirements.

PERU—Valid passport required. Tourist must have sufficient funds for stay and return ticket. Check Embassy/consulate for currency regulations and specific requirements.

PHILIPPINES, REPUBLIC OF THE—Visa not required for transit/tourist staying up to 21 days; must have valid passport, onward/return tickets. Temporary visitor visa, valid up to 59 days, no charge, 1 photo. Letter of no objection required of military dependents not traveling on orders. Check Embassy/consulate for specific requirements.

POLAND—Valid passport, 2 photos. Transit visa, valid 48 hrs., single/double entry, $5.50; visa of country of destination. Regular visa for business, cultural-educational, scientific, tourist or visit purpose, valid up to 90 days, 1 person, 1 entry, $10; 2 or more entries, $31. Currency exchange required, $10 per day, $2.30 per day by American citizens of Polish background visiting relatives, $3.50 per day by students. Apply Embassy, Washington, D.C. 20008; or Consulates General, Chicago, 60610 or New York 10016 and check specific requirements.

PORTUGAL—Valid passport required. Visa not required for visit to continental Portugal or Madeira if visit is for temporary business, plasure or transit. (See Angola.) Check Embassy/consulate for specific requirements.

QATAR—Passport and visa required. Tourist/business visa, $6.25, valid 3 mos., 2 photos. Allow 3 weeks. Check specific requirements with Embassy of the State of Qatar, Washington, D.C. 20008.

APPENDIX V

RHODESIA—Inquire nearest British Embassy/consulate

ROMANIA—No charge. Transit visa, valid 72 hrs. Tourist visa, valid 60 days, can be extended up to 120 days, no photos. Apply Embassy or point of entry. Entry visa for businessman, educator, etc., apply only at Embassy. When applying by mail, include stamped, self-addressed envelope. Check Embassy for specific requirements.

RWANDA—Transit visa, $4; tourist visa, $5; temporary visa, valid 6 mos. to 2 yrs., $8. Residence visa, indefinite, $30, 3 photos required. Obtain visa before departure. Apply Embassy, Washington, D.C. 20011, and check specific requirements.

SABAH—(See Malaysia.)

ST. PIERRE—(See France.)

SALVADOR–(See El Salvador.)

SAMOA, WESTERN–Passport required. Visa required for stay over 72 hrs., 1 photo. Apply Embassy of New Zealand, Washington, D.C. 20008; or New Zealand Consulates General, New York, Los Angeles, San Francisco; check specific requirements.

SARAWAK–(See Malaysia.)

SAUDI ARABIA–Transit visa, valid 72 hrs. no charge. Entry/visitor visa, valid up to 3 mos., 1 entry, 1 photo, $5.64, religious certificate. Visitor must have sponsor, except on case by case basis for businessmen making initial visit and whose company has no agent in country. Fine imposed for overstaying. Apply Embassy, 1520-18th St., N.W., Washington, D.C. 20036; or Consulate, Room 484, 866 U.N. Plaza, New York 10017; and check specific requirements. Allow 4 weeks.

SCOTLAND—(See United Kingdom.)

SENEGAL–Transit visa, up to 3 days, $2.40. Entry visa (tourist or business) 3 days-3 mos., $4.75; 2 photos. Include postage fees for return registered airmail. Apply Embassy, Washington, D.C., 20008; or Permanent Mission of Senegal to the U.N., New York 10017, and check specific requirements.

SIERRA LEONE—Valid passport and visa required. Transit visa, valid up to 12 hrs., $2.60. Ordinary visa, valid up to 1 mo., for 1 entry within 3 mos., $6.50, 3 photos. Require return/onward ticket and proof of financial support from bank or employer. Include $1 postage fee for return registered mail. Allow 1 month. Apply Embassy, Washington, D.C. 20009; or Consulate General, New York, 10022; and check specific requirements.

SINGAPORE–Passport required. Visa required for employment/residence, $4, 2 photos. Visa not required for other travel. Apply Embassy, Washington, D.C. 20009; and check specific requirements.

SOMALI DEMOCRATIC REPUBLIC—Visa required, valid 3 mos., 4 photos, $7. Obtain before arrival. Traveler must have onward ticket. Check Embassy, Washington, D.C. 20009; for specific requirements. Where Consulate of Somali not available, contact Consulate of Italy.

SOUTH AFRICA, REPUBLIC OF—Valid passport required. Visa, valid 1 yr., multiple entries if passport remains valid, no charge; obtain before arrival. Onward/return ticket required. Apply Consulate General, New York 10021, San Francisco 94104 or New Orleans 70112; and check specific requirements. Allow 1 mo.

SPAIN—Valid passport required. Visa not required for stay up to 6 mos. Obtain permit from local authorities for longer stays. Visa is required for travel in all territories under jurisdiction of Spain other than peninsular Spain, Balearic and Canary Islands, Ceuta and Melilla. Check Embassy/consulate for specific requirements.

SRI LANKA (CEYLON)—Tourist visa not required for stay up to 1 mo. with valid passport, visa (if necessary) for next destination and onward/return ticket. Visit visa, valid 3 mos., 2 photos, 42¢. Apply Embassy, Washington, D.C. 20008 and check specific requirements.

SUDAN–Transit visa, stay up to 7 days, valid 3 mos., $5.90. Entry/tourist visa, valid 3 mos., $8.77. Visa required for next destination. 4 photos. Check Embassy/consulate for specific requirements.

SURINAM—Same requirements as Netherlands Antilles; also smallpox vaccination required.

SWAZILAND—Passport required. Visa not required. Visitors entering from South Africa report Imm. Dept. or police station within 48 hrs. except when lodging in a hotel on night of arrival. Visitors entering from Mozambique exempt. Temp. residence permit required for stays over 60 days. Apply Imm. Dept., Mbabane. Visa required for Republic of South Africa if entering from Swaziland.

SWEDEN—Visa not required for stay up to 3 mos. (Period begins when entering Scandinavian areas: Finland, Norway, Denmark, Iceland.) Check Embassy/consulate for specific requirements.

SWITZERLAND–Tourist/business visa not required for stay up to 3 mos. Check Embassy/consulate for specific requirements.

SYRIAN ARAB REPUBLIC—Check specific requirements with Syrian Interest Sec., Embassy of Pakistan, Washington, D.C. 20008 or Consulate General of Pakistan, New York 10021.

TAHITI, SOCIETY ISLAND—(See France.)

TANZANIA, UNITED REPUBLIC OF–Transit visa, 35¢, entry visa, $3.15. Obtain before arrival or give reason why visa not obtained. Also require onward/return ticket (or £200 cash deposit), 2 photos. Visa not required for direct transit (leaving on same carrier as arrival.) Apply Embassy, Washington, D.C. 20036; or Principal Immigration Officer, P.O. Box 512, Dar es Salaam, Tanzania. Check Embassy for specific requirements. ZANZIBAR-Visas for mainland Tanzania are also valid for Zanzibar and no prior arrangements are necessary. Check Embassy for dress/clothing regulations.

THAILAND–Visa not required for total stay up to 1[illegible] days. Tourist visa, valid up to 30 days, $3.50. Non-immigrant visa, valid 30 days, $3.50, 30 day extension. 3 photos. Businessmen obtain non-immigrant visa. Check Embassy/consulate for specific requirements, including sufficient funds for stay.

TIMOR—(See Angola.)

TOGO–Visa valid 1-14 days, $2.18; 15-30 days, $3.27; 1-3 mos., $6.5[illegible]; 3-6 mos., $13.05; 6-12 mos., $17.40; 1-2 yrs., $21.74. 3 photos. Extra charge of 50% of above fees for multiple entries. Include postage for passport return by registered mail. Apply Embassy, Washington, D.C. 20008; or Permanent Mission of the Republic of Togo to U.N., New York 10017. Check Embassy/Mission for specific requirements.

TRIESTE—(See Italy for City of Trieste, and Yugoslavia for other areas included in former free territory.)

TRINIDAD AND TOBAGO–Passport required. Visa not required for tourist stay up to 6 mos. Persons entering for residence, business, etc., or staying longer than 6 mos. should check visa requirements with Embassy/consulate well in advance of departure.

TRUST TERRITORY OF THE PACIFIC ISLANDS (Carolines, Marianas other than Guam, Marshalls)—Entry permit not required of tourist/visitor up to 30 days. Entry permit for all other travelers and for stays over 30 days. Obtain necessary forms from airline/shipping agent servicing Trust Territory. Must have proof of citizenship (passport or birth cert.), sufficient funds for stay, onward/return ticket and valid visa to destination beyond Trust Territory. 30 day extensions may be granted. Apply High Commissioner, Trust Territory of the Pacific Islands, Saipan, Marianas Islands 96950; check for specific requirements.

TUNISIA—Visa not required of tourist for stay up to 4 mos. Check Embassy/consulate for specific requirements.

TURKEY—Visa not required for stay up to 3 mos. Visa for stay over 3 mos., 1 entry, $4; multiple entries, $12. Check Embassy/consulate for specific requirements, including residence and employment.

UGANDA—Transit visa, valid for entry within 3 mos., 35¢. Ordinary or continuous tourist visa, valid for entry within 1 yr., $3.15. Single entry visa for businessmen/educators, valid for entry within 3 mos., $3.15. Obtain visa before arrival. 1 photo required. Apply Embassy, Washington, D.C. 20011 or Uganda Mission to the U.N., New York 10017; Uganda High Commissions/Embassies abroad; or write Principal Immigration Officer, P.O. Box 7165, Kampala, Uganda. Check Embassy/consulate for specific requirements, also clothing requirements.

UNION OF SOVIET SOCIALIST REPUBLICS—Visa valid 3 mos., 1 entry, no charge, 3 photos. Make travel arrangements through a travel agency which has a contract with Intourist (USSR travel agency) or cooperates with a travel agency having an arrangement with Intourist. The travel agency will in turn handle the Soviet visa application. Check Embassy/consulate for specific requirements.

UNITED ARAB EMIRATES–Passport and visa required. Tourist visa, valid 1 mo., $2.50, 2 photos and copy of round-trip ticket. No personal checks. Apply Embassy, Washington, D.C. 20037; and check specific requirements.

UNITED ARAB REPUBLIC—(See Egypt, Arab Republic of.)

UNITED KINGDOM—Visa not required. Check Embassy/consulate for specific requirements and laws/regulations for travelers other than tourists.

UPPER VOLTA—Tourist/transit visa, valid up to 3 mos. from date of issue, $2, 2 photos. Fee of $1.50 for return of passport by mail. Apply Upper Volta Permanent Delegation to the U.N., New York 10017; or Embassy, Washington, D.C. 20011. Check Delegation/Embassy for specific requirements.

URUGUAY—Passport required. Visa not required for stay up to 3 mos. Check Embassy/consulate for specific requirements.

VENEZUELA–Passport and visa/tourist card required. Tourist card can be obtained from carriers, no charge, valid 45 days, cannot be extended. Tourist visa valid 45 days, no charge, required personal appearance before consulate, may be extended in the country. Business visa, valid 30 days, issued at consulate. All travelers except tourist required to pay $18 exit tax. Check Embassy/consulate for specific requirements.

VIET-NAM—Visa required, obtain before arrival. Transit visa, valid 3 days, $2.50. Entry visa, valid to 15 days, $2.50; 16 days-1 mo., 1 entry, $5. Two photos. Exit permit for all stays over 3 days. Penalities imposed for non-compliance law/overstaying. Check Embassy/consulate for specific requirements.

WALES—(See United Kingdom.)

WEST INDIES (BRITISH)–Passport and visa not required for stay up to 6 mos. (LEEWARD ISLANDS . . . ANTIGUA, BRITISH VIRGIN ISLANDS, ST. KITTS-NEVIS, MONTSERRAT)–Return ticket to U.S. necessary. (WINDWARD ISLANDS . . . ST. LUCIA, ST. VINCENT) Onward ticket necessary. (DOMINICA)–Document establishing nationality and identity and return ticket to the U.S. necessary. (ANGUILLA)–Tourist stay up to 72 hrs., may enter on identity documents. Apply British Embassy/consulate for longer stay/specific requirements.

WEST INDIES, FRENCH—(See France.)

YEMEN ARAB REPUBLIC—Transit visa, $1, valid 48 hrs. Multiple entry transit visa, $2. Tourist visa, $2, valid 3 mos. Entry visa, $4, valid 3 mos. Multiple entry visa, $8, valid 6 mos., 3 photos. Only money orders accepted. Include return postage of $1.50 plus 20¢ each additional passport mailed to same address. Apply Yemen Mission to the U.N., 211 East 43rd St. (Suite 1904), New York 10017; or Embassy of Somali, Washington, D.C. 20009; and check specific requirements.

YUGOSLAVIA—Visa valid up to 1 yr., no charge. Check Embassy/consulate for specific requirements.

ZAIRE (Formerly Congo, Democratic Republic of the (Kinshasa))—Check Dept. of State, travel not recommended certain mining areas for economic reasons. Transit visa, valid up to 8 days, 1 way, $2, roundtrip, $4. Temporary visa, valid 1-3 mos., 1 entry, $4, multiple entries, $6; valid 6 mos., 1 entry, $6, multiple entries, $8. Exit and return visa, 1 entry, $5, multiple entries, $8; these two visas only granted in Kinshasa. 1 photo required. Apply Embassy, Washington, D.C. 20009, or Permanent Mission to the U.N. of the Republic of Zaire, New York 10017. Check Embassy/Mission for specific requirements.

ZAMBIA–Transit visa, 35¢. Tourist visa valid 3 mos., $3.51. Business visa valid 2 mos., $3.51. 2 photos. Obtain visa before arrival. Apply Permanent Mission of Zambia to the U.N., New York 10022; and check specific requirements.

ZANZIBAR–(See Tanzania.)

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APPENDIX VI

MODEL OF PERSONNEL ROSTER
INTERNATIONAL SPORTS TOUR

Name & Address	Vocation	Passport No.	Date Issued	Date Expires	City Issued	Date/Place of Birth	Marital Status
Earl Harris 9th AG Company 9th Inf. Division Ft. Lewis, WA 98333	Soldier	D1936147	8/23/73	8/22/78	Seattle, WA	7/20/48 California	Single
James Burnett 7030 Creshein Rd. Philadelphia, PA 19119	Teacher	D2316660	8/23/73	8/22/78	Philadelphia, PA	2/13/40 Pennsylvania	Married
Barry McClure Middle Tennessee State University Murfreesboro, TN 37130	Student	D1876489	8/2/73	8/1/78	Washington, DC	12/3/51 Georgia	Single
Larry Kennedy 4231 Norwalk Dr. San Jose, CA 95219	Engineer	D1981356	7/30/73	7/29/78	San Francisco, CA	8/6/42 Louisiana	Single
John Warkentin 6653-B Abrego Goleta, CA 93017	Teacher	D1723271	7/11/73	7/10/78	Los Angeles, CA	2/17/47 India	Married
Richard Godlove 1623 W. 22nd St. Topeka, KS 66611	Retired Coach	D2132936	8/24/73	8/23/78	Topeka, KS	1/24/05 Iowa	Married

APPENDIX VII

SOME ITEMS FOR MEDICAL KIT OF TOURING SPORTS GROUP

Many other medicines could be included on this list, but the following items (asterisk indicates need for a doctor's prescription) are suggested as basic additions to the material normally used by a trainer (gauze, tape, dressings, splints, salves, foam rubber, etc.):

Antacid Tablets	Take 1 to 2 tablets every 4-6 hours for mild indigestion.
*Aralen Tablets (Chloroquine)	Take one 500mg or two 250mg tablets once a week (same day) to prevent attacks of malaria. Continue medication for at least 4 weeks after leaving a malarious zone.
Aspirin Tablets	Take 2 tablets every 4 hours for headache, low fever or pain.
*Bacitracin Ointment	For minor cuts. Apply with dressing.
Benzedrine Tablets or Benzedrex Inhaler	For temporary relief of nasal congestion in colds and hay fever.
*Bonamine Tablets (Meclizine Hydrochloride)	Take 1 tablet daily to prevent motion sickness. Precaution: Occasional drowsiness, dry mouth or blurred vision may occur.
Caladryl Cream	For burns, rashes and insect bites.
Desenex Powder	For athlete's foot.
*Lomotil Tablets	Take 1 or 2 tablets 3 or 4 times daily to control diarrhea. Precautions: Occasional dizziness or insomnia may occur. Do not use with barbiturates. If diarrhea accompanied by fever or other complications persists beyond 48 hours, seek medical advice.
*Nystatin Ointment	For fungus of the skin, particularly moniliasis ("jock itch").
Salt Tablets	Take 2 to 4 tablets after severe exertion in hot climates, depending on degree of perspiration.
Water Purification Tablets (Globaline-Tetraglycine Hydroperiodide)	Dissolve 1 tablet in a quart of water; after 30 minutes water is safe to drink. For dirty water, use 2 tablets in each quart.

MODEL OF ITINERARY
(US Team Touring Latin America)

Itineraries can be arranged in various formats. The one illustrated below includes the names of the team's hotels (street addresses are not necessary). Each member of a touring group can leave a copy of this kind of itinerary with his family for mail and emergency contact purposes.

Some travelers prefer the traditional a.m./p.m. times on their itineraries, but this model uses the 24-hour clock, counting time from midnight to midnight, which is widely employed overseas. The name of the airline is listed below with each flight number, but the two-letter CAB airline code, e.g., TW for Trans World Airlines, can be used to save space.

City	Time	Date	Flight No.
LV Miami	1500	July 8	Braniff 907
AR Panama	1630		
	Hotel El Continental Panama, Panama		
LV Panama	1300	July 12	Copa 415
AR Barranquilla	1405		
	Hotel El Prado Barranquilla, Colombia		
LV Barranquilla	1310	July 18	Lacsa 611
AR Caracas	1630		
	Hotel Avila Caracas, Venezuela		
LV Caracas	1445	July 24	Viasa 796
AR Santo Domingo	1710		
	El Embajador Santo Domingo, Dominican Republic		
LV Santo Domingo	1515	July 27	Eastern 737
AR San Juan	1603		
	Racquet Club Hotel San Juan, Puerto Rico		
LV San Juan	0800	July 30	Eastern 958
AR Miami	1020		

MODEL OF MEASUREMENT FORM
(can be revised for other sports)

AMATEUR ATHLETIC UNION OF THE UNITED STATES
3400 West 86th Street, Indianapolis, Indiana 46268

EVENT________
PLACE________
DATE________

MEASUREMENT BLANK – MEN

INSTRUCTIONS: Use tape measure and take ALL measurements listed. Take measurements comfortably snug, but not tight, and DO NOT make any allowances. Please be accurate to avoid unnecessary alterations. If you are not sure of your measurements, please see your tailor. PLEASE PRINT INFORMATION CLEARLY AND ANSWER ALL QUESTIONS.

NAME________________________HEIGHT________WEIGHT______
HOME ADDRESS____
Street City State Zip Code
SCHOOL ADDRESS (OR CLUB)______________________________
____
HOME PHONE (Area Code)______________SCHOOL OR CLUB PHONE (Area Code)
BUSINESS PHONE (Area Code)____________________
TRAVEL UNIFORM SIZES
BLAZER SIZE ______ Short ______ Regular ______ Long ______ Extra Long ______
SLACKS: Waist ______ Inside Seam (to ankle) ______
DRESS SHIRT SIZE (neck) ________

COMPETING UNIFORM SIZES
TRACK SHORTS SIZE ________ TRACK SHIRT SIZE __________
SWEAT SUIT SIZE: SHIRT: Small ___ Med. ___ Large ___ XL ___ XXL ___ XXXL ___
PANTS: Small ___ Med. ___ Large ___ XL ___ XXL ___ XXXL ___
(PLEASE LIST WAISTTO FLOOR MEASUREMENT)
WHERE SHOULD UNIFORM BE SENT? Home ______ School ______ Other ______
ADDRESS: ____________________________________
Zip Code ____________________________________
PHONE NO. (Area Code) ____________________________
Signature ____________________________________

PLEASE RETURN PROMPTLY – RETURN ENVELOPE ENCLOSED

APPENDIX X

background notes Index

department of state • february 1974

INDEX

Background Notes on the Countries of the World is a series of short, factual pamphlets written by officers in the Department of State's geographic bureaus and edited and published by the General Publications Division, Office of Media Services, Bureau of Public Affairs. Each *Background Note* includes information on the country's land, people, history, government, political conditions, economy, foreign relations, and U.S. policy. Included also is a map, a list of government officials, and usually a brief reading list. The State Department has published more than 160 *Notes* to date.

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In making up the collected volume of *Background Notes*, the Superintendent of Documents includes all the *Notes* in stock at the time the order is processed. Because of frequent revision and reprinting, it is not possible to assure adequate stocks of all *Notes* at all times, but each collected volume will include at least 140 current *Notes*. Should any current *Notes* be missing from the collected volume, they may be purchased individually and delivery will be made as soon as new stocks are available. Subscribers to the following service will automatically receive missing *Notes* which are under revision.

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QUESTIONS OFTEN ASKED AMERICANS OVERSEAS

The following are some of the stereotyped questions about the United States that are often in the minds of people overseas and reflected in their publications. These 50 examples, collected over the past ten years by Dr Charles T. Vetter, Jr., faculty member of the State Department's Foreign Service Institute, are drawn from Latin America. Similar queries will be encountered in all parts of the world.

1. Why do you let your businessmen get rich on our wealth by exploiting our natural resources and selling overpriced American goods to our people?

2. How can you have poverty and unemployment in your country when you are so rich? Couldn't this be remedied with scientific social planning?

3. Your American women have supermarkets and so many gadgets, they don't have to work -- what do they do with their time?

4. Why didn't the Alliance for Progress work? Wasn't this just another scheme to make us dependent on the Yankees -- more of your aid with strings attached?

5. Aren't you North Americans getting soft because you get everything you need without really working for it?

6. Why do you have so much divorce? Is it because of Protestantism and the degeneration of your family life?

7. Isn't most of your divorce, juvenile delinquency, and unemployment caused by your women working outside the home?

8. Why do you insist on our being anti-Communist? Are you really afraid of the Communists? Why can't you let us be friends with everyone?

9. Why don't you give the Panama Canal back to Panama? Isn't this a perfect example of American colonialism?

10. Why don't you North Americans have any philosophy or spiritual convictions? Isn't this a product of your pragmatism and materialism?

11. Isn't it true that your schools neglect fundamentals, discipline, and culture, and that you have modern facilities but many of your students never take advantage of them?

12. Why are you pressuring and starving poor little Cuba? They can't hurt you! You have even reconciled with Red China. Isn't this typical Yankee intervention?

13. You are supposed to be leaders of the democratic world -- why do you support dictatorships (Paraguay, Spain, etc.) and military juntas which are also distatorships? In Latin America only Brazil, Paraguay, Bolivia and now Chile are pro-US and all are military dictatorships.

14. Why do you send such bad movies to our country which corrupt our youth and also hurt the American reputation?

15. Why do you claim that you are helping our people when your aid just makes the rich richer and does not help the poor people?

16. Why do you give us the kind of help that just makes our people more dependent and lazy? If you would just give us fair prices for the wealth that you take out of our country we could help ourselves.

17. Since you have a democratic constitution, why are your people fighting for civil rights today?

18. Why do your white people hate Negroes and Mexicans?

19. Describe American family life for us. Is it true that the wife runs the husband and the children run the mother?

20. Why do your people know so little about our country -- our geography -- our history -- our politics? Doesn't this prove that your people are not interested in us?

21. Do you think another Catholic could be elected President? Aren't most of your people anti-Catholic?

22. Why do you put your old people in homes for the aged? Isn't this an example of your family life being destroyed?

23. What's wrong with Socialism? Poor countries cannot afford your wasteful Democracy!

24. What is the Peace Corps? Are they really CIA agents, or are they just young people who can't get jobs?

25. Is it true that millions of people cannot afford medical care in your country? Why can't you have a government program where everybody can get health care with dignity?

26. Is it true that the Russians are passing you in science and military power because their educational system is better?

27. Is it not true that US business interests determine American foreign policy in our country?

28. How do you get your people to pay their taxes?

29. Are Americans really informed when so many of their cities have only one newspaper owner?

30. Do Americans think they can buy our friendship?

31. Why do you discourage our government trade with Communist countries? You do! Isn't this your "super-power" politics?

32. Why is there increasing crime and violence in the United States when you are supposed to be such a law-abiding people?

33. If you are sincere about detente, why do you spend so much money on arms?

34. Does the United States really want disarmament? What would your monopolists and military men do if you really disarmed?

35. Are Americans really happy? If they are, why do so many need psychiatrists and drugs?

36. What is the difference between your Democratic Party and your Republican Party? Do they each have an ideology?

37. Why have your red Indians made no progress? Is it true that they have made less progress than your Negroes?

38. What is the current interpretation of the Monroe Doctrine? What does the Nixon Doctrine mean to us?

39. Is your country getting soft? Why aren't your teams doing better in the Olympics?

40. Capitalism is inhuman; isn't Socialism more Christian than capitalism?

41. How do you explain the violence and destruction in your most modern and prosperous cities?

42. The United States provides assistance and training to Latin American police forces. Yet some of these police forces resort to torture and repression. How can you justify US support for these police forces?

43. Why did the United States help to undermine the Allende regime in Chile? Isn't this kind of intervention a return to your "Big Stick" policies of the 1920's and before?

44. Explain American actions in Viet-Nam. Didn't you defy international law and human decency by bombing North Viet-Nam and intervening in a civil war in South Viet-Nam? Do you think this was North American neo-colonialism?

45. Aren't multinational corporations neo-imperialistic? Who controls ITT? Don't they make important decisions affecting lives of millions outside of your country?

46. Why did you North Americans make such a big fuss over Watergate? Don't all politicians do these things?

47. Energy crisis -- why? Doesn't this show bad US planning? Shouldn't you have supported Israel? Isn't it because of your wasteful big cars?

48. You blame our drug suppliers. Isn't the problem really your drug addicts and people who buy drugs? Why do you have so many addicts?

49. Why do you send us poor political Ambassadors who intervene in our national affairs?

50. What is American policy towards our country?

APPENDIX XII

MODEL OF PRESS RELEASE

[Masthead or typed name and address of issuing organization]

EMBARGOED FOR RELEASE AT 12 NOON, EST, SATURDAY, JUNE 2, 1973
NOT TO BE PREVIOUSLY PUBLISHED OR USED IN ANY WAY

COLLEGE ALL-STAR BASEBALL TEAM TO TOUR COLOMBIA

Head Coach Jack Stallings of Florida State University and 19 college all-star baseball players will leave Miami Friday, June 8, to begin a 12-day tour of Colombia.

The US team will play some of Colombia's best teams in Cartegena, Monteria and Barranquilla before returning to Miami on June 20. The all-stars, who represent nine Florida colleges, will also conduct clinics for Colombian baseball coaches and players and visit several schools.

Co-sponsored by the Sister Cities Committees of Coral Gables and Cartegena, the tour will foster the continuing goodwill between the peoples of the two cities and countries. Coral Gables was the first US city to establish a relationship with a Latin American city following the proclamation of the Sister City Program by President Eisenhower in 1956. US baseball teams have been visiting Colombia for many years as part of the two cities' exchange activities.

In addition to Coach Stallings, the all-star group will include Head Coach Charlie Greene of Miami-Dade South Jr. College, Trainer Bill Baggett of Florida State University and the following players: Don Boyer, Miami-Dade South Jr. College; Bennie Castillo, University of Miami; [etc., listing all athletes and other personnel on the travel roster].

For further information contact: [name and telephone number of the public relations officer of the issuing organization]

APPENDIX XIII

LEADER'S CHECKLIST FOR TRAVEL PHASE OF INTERNATIONAL SPORTS TOUR

A. Departures

1. Freight

   a. Supervise packing and labeling of containers . ________

   b. Contact airline cargo agent to arrange air waybill preparation and pickup of shipment . ________

   c. Oversee loading of freight on truck for airport .... ________

   d. Obtain and check waybill, insurance and other documents .... ________

   e. Observe loading of freight on plane, if feasible .... ________

   f. Verify projected delivery details .... ________

2. Passengers and Baggage

   a. Ascertain check-in and departure times ...... ________

   b. Arrange transportation to airport .... ________

   c. Present tickets and team roster at check-in counter and coordinate check-in by team members who will have individual baggage and passports .... ________

   d. Pay excess baggage charges and airport tax, if any .... ________

   e. Assure that all group members receive baggage claim checks and boarding passes or seat reservations .... ________

   f. Assemble group at departure gate at boarding time .... ________

B. Arrivals

1. Passengers and Baggage

   a. Assemble group for local sponsor's reception committee and/or press photographers .... ________

b. Coordinate group's passing through immigration and health formalities .... ________

c. Coordinate baggage pickup and customs clearance .... ________

d. Reassemble group for press interview, if requested .... ________

e. Confirm reservations for ongoing flight ...... ________

f. Tip baggage porters for group (use local currency) .... ________

g. Take group to hotel, preferably with help of representative of local sponsor .... ________

h. Coordinate registration of group at hotel (specify method of payment of bill) .... ________

i. Hold orientation immediately after check-in (see below) .... ________

2. Freight (before leaving airport)

a. Clear air freight through customs .... ________

b. Arrange with local sponsor for transportation of freight to performance site .... ________

c. Make preliminary arrangements for next movement of air freight .... ________

3. Orientation

a. Distribute visitors' kits, if available ...... ________

b. Distribute and explain schedule .... ________

c. Explain relationship with local sponsor ...... ________

d. Outline arrangements for transportation to performance or clinic sites .... ________

e. Specify requirements for representational events and distribute invitations, if any .. ________

f. Provide guidance (with help of USIS and embassy officers or local sponsor) on:

1) local political and economic situation .. ________

2) controversial topics of conversation .... ________

3) customs and etiquette .... ________

4) dress, behavior and areas to be avoided . ________

5) recommended restaurants and stores ..... ________

6) do's and don't's for eating and drinking .... ________

7) possible health problems and precautions .... ________

g. Allow time for individual questions .... ________

h. Distribute local currency, if advanced by sponsor .... ________

i. Distribute mail (should always be done last), if any .... ________

4. visitor's Kits for Orientation

a. Each kit could include:

1) Schedule of events .... ________

2) Transportation instructions .... ________

3) Map of city or area .... ________

4) General information about country and city .... ________

5) Health rules and guidance for area ..... ________

6) List of recommended restaurants and shops .... ________

7) Currency converter .... ________

8) Tourist brochures .... ________

9) Language phrase book .... ________

10) List of key American personnel with telephone numbers for emergency calls. ________

APPENDIX XIV

SOURCES OF ATHLETIC EQUIPMENT, BOOKS, OFFICIAL RULES, PRESENTATION GIFTS, FILMS AND OTHER AUDIOVISUAL AIDS

The outlets and sources listed below were selected because their products appear to be of interest to leaders of international sports tours. The inclusion or exclusion of an outlet or source is in no way to be construed as reflecting the views of the publisher of this handbook. Nor can the publisher assume any responsibility for transactions of commercial outlets and sources. All prices quoted below are subject to change.

Amateur Athletic Union of the United States (AAU) produces a number of yearbooks, handbooks, rules and other publications as well as novelty items. Order form is available on request from:

AAU Order Department
3400 West 86th Street
Indianapolis, Indiana 46268
Phone 317-297-2900

American Alliance for Health, Physical Education and Recreation (AAHPER), an affiliate of the National Education Association, publishes a variety of books, guides and rules. In cooperation with the NCAA, AAHPER also distributes film-loops on physical education and many sports. Catalogs and price lists are available on request from:

American Alliance for Health,
  Physical Education and Recreation
1201 Sixteenth Street, NW
Washington, D.C. 20036
Phone 202-833-5550

American Revolution Bicentennial Administration licenses US manufacturers to use the Bicentennial logogram on various items suitable as presentation gifts and is the direct outlet for Bicentennial commemorative stamps and US Mint-produced bronze and silver medals. Brochures with prices for the medals and stamps as well as lists of licensed manufacturers are available on request from:

American Revolution
  Bicentennial Administration (ARBA)
Commemorative Sales and Licensing
2401 E Street, NW
Washington, D.C. 20276
Phone 202-634-1831

APPENDIX XIV

Athletic Institute, a private, non-profit organization, sells a wide range of sports books and instructional materials as well as films and film-loops. The Institute also has a six-page list of sources of official rules, including international rules. Catalog and list of sources of rules are available on request from:

Athletic Institute
705 Merchandise Mart
Chicago, Illinois 60654
Phone 312-644-3020

National Collegiate Athletic Association (NCAA) produces for sale and rental a large number of films, film-loops and filmstrips on many sports and related subjects. Catalog and other price lists are available on request from:

Champions on Film
NCAA Film Library
745 State Circle
Ann Arbor, Michigan 48104
Phone 313-663-8304

NCAA also produces a series of NCAA rulebooks at prices varying from one to two dollars each. Price list and order form are available on request from:

NCAA Publishing Service
P.O. Box 1906
Shawnee Mission, Kansas 66222
Phone 913-384-3220

Sporting Goods Dealer, a monthly trade magazine, annually publishes Sporting Goods Directory, listing some 4,000 manufacturers, and Sporting Goods Register, listing about 1,000 wholesalers, 800 manufacturers' representatives and 300 importers. The Directory ($2.00) and the Register ($20.00) are available from:

Sporting Goods Dealer
1212 North Lindbergh Blvd
P.O. Box 56
St. Louis, Missouri 63166
Phone 314-997-7111 (Sta. 14)

Sportshelf carries about 26,000 sports titles, including a number of foreign publications, and is the US distributor of Official Rules of Sports and Games, published by Kaye and Ward of London. Price lists are available on request from:

Sportshelf
Box 634
New Rochelle, N.Y. 10802
Phone 914-235-2347

APPENDIX XIV

Sports Market Publications offers three catalogs of books, films, film-loops, equipment and other items: All Sports Market Place, Swimming Market Place, and Sportswomen Market Place. All three catalogs are available on request from:

Sports Market Publications
P.O. Box 1293
Los Altos, California 94022
Phone 415-967-3437

Stadia Sports Publishing produces a large number of paperbacks on sports rules and techniques and on physical fitness. Brochures and price lists available on request from:

Stadia Sports Publishing
381 5th Avenue
New York, N.Y. 10016
Phone 212-532-0450

Track and Field News, a national sports magazine, publishes twice a year Track Market Place, a catalog of track and field books, films, film-loops, equipment and other items. Catalog available on request from:

Track and Field News
P.O. Box 296
Los Altos, California 94022
Phone 415-948-8188

United States Capitol Historical Society, a non-profit, educational organization, has a number of items (books, watercolors, slides and medals) suitable for presentation purposes, notably We, the People, the story of the US Capitol in five foreign languages (French German, Italian, Portuguese and Spanish) as well as English. This 144-page paperback with many color photographs sells for $2.00 ($1.50 in English), but can be sold at a discount to organizations ordering multiple copies. Price list is available on request from:

US Capitol Historical Society
200 Maryland Avenue, NE
Washington, D.C. 20515
Phone 202-543-8919

APPENDIX XV

MODEL OF DAILY SCHEDULE FOR INSTRUCTIONAL SPORTS TOUR

The following represents a typical day during a ten-day exhibition and instructional tour of Latin America by a US swimming team. It includes the necessary elements (who, what, when and where) of a basic schedule. A more detailed schedule could include such information as transportation arrangements from hotel to performance site, names of athletes designated to demonstrate specific events, types of audiovisual equipment to have at the site and names of local sports federation officials or persons who will serve as escorts and interpreters at each exhibition or clinic site.

Here is a busy day for the team in Lima, Peru:

Wednesday, January 15

7:30 - 9:30 a.m.	All US coaches and swimmers Training with Peruvian National Team Club Regatas Lima
10:00 - 11:30 p.m.	US coaches Clinic for coaches of Peruvian National Team Subject: "Organization of a Training Session and Intensive Training" Club Regatas Lima
10:00 - 11:30 p.m.	US swimmers Tour of Lima with members of Peruvian National Team (bus provided by Peruvian team)
12:00 - 2:00 p.m.	US coaches Lunch with Peruvian coaches at Costa Verde restaurant
12:00 - 2:00 p.m.	US swimmers Lunch with Peruvian team at Jose Antonio restaurant
3:00 - 5:00 p.m.	All US coaches and swimmers Exhibition Piscina Campo de Marte
6:30 - 8:00 p.m.	All US coaches and swimmers Reception American Ambassador's residence

APPENDIX XVI

OVERSEAS AMERICAN-SPONSORED SECONDARY SCHOOLS ASSISTED BY THE DEPARTMENT OF STATE

The location of 92 of the 143 overseas elementary and secondary schools assisted by the Department of State in fiscal year 1974 is listed below by geographic area. The 92 listed schools are all at the secondary (grades 9-12) level; unlisted schools are either at the elementary level or have very small overall enrollments. Information about all 143 schools is available from the Department's Office of Overseas Schools (see page 63).

AFRICA

Arab Republic of Egypt - Cairo
Ethiopia - Addis Ababa
Liberia - Monrovia
Morocco - Tangier
Nigeria - Lagos
Somali Republic - Mogadiscio
Tanzania - Dar es Salaam
Zaire - Kinshasa
Zambia - Lusaka

CENTRAL AND SOUTH AMERICA

Argentina - Buenos Aires
Bolivia - Cochabamba
          La Paz
          Oruro
          Santa Cruz
Brazil - Belo Horizonte
         Brasilia
         Campinas
         Recife
         Rio de Janeiro
         Salvador Bahia
         Sao Paulo
Chile - Santiago
Colombia - Barranquilla
           Bogota
           Cali
           Cartegena
           Medellin
Costa Rica - San Jose (2)
Dominican Republic - Santo Domingo
Ecuador - Guayaquil
          Quito (2)
El Salvador - San Salvador
Guatemala - Guatemala (2)
Haiti - Port-au-Prince
Honduras - San Pedro Sula
           Tegucigalpa
Jamaica - Kingston
Mexico - Durango
         Mexico, D.F.
         Monterrey
         Puebla
         Queretaro
         Terreon
Nicaragua - Managua
Paraguay - Asuncion
Peru - Lima
Uruguay - Montevideo
Venezuela - Caracas

EAST ASIA

China, Republic of (Taiwan) - Taipei
Hong Kong - Hong Kong
Indonesia - Jakarta
Japan - Nagoya
        Tokyo
Laos - Vientiane
Malaysia - Kuala Lumpur
Philippines - Manila
Singapore - Singapore
Thailand - Bangkok

APPENDIX XVI

EUROPE

Austria - Vienna
Denmark - Copenhagen
England - London
France - Paris
Germany - Berlin
        Dusseldorf
        Hamburg
        Munich
Greece - Athens
        Thessaloniki
Ireland - Dublin
Italy - Milan
        Rome
Netherlands - Amsterdam
        The Hague
Spain - Las Palmas (Canary Is.)
        Madrid
Sweden - Stockholm

NEAR EAST - SOUTH ASIA

Afghanistan - Kabul
India - Bombay
        New Delhi
Iran - Tehran
Israel - Tel Aviv
Jordan - Amman
Kuwait - Kuwait
Lebanon - Beirut
Pakistan - Islamabad
        Karachi
        Lahore
Saudi Arabia - Jeddah (Jidda)
Turkey - Istanbul

APPENDIX XVII

MODEL OF AAU TRAVEL EXPENSE REPORT

NAME ______________________ APPROVAL ______________________

PURPOSE ____

DATE	DESCRIPTION	TOTAL	TRAVEL	MEALS	LODGING	MISC.
	TOTALS					

RECONCILIATION

TOTAL EXPENSES (above) $______________

DEDUCT:

Amount Advanced $______________

Amount Charged $______________

DUE TO/FROM BOOKKEEPER $______________

NOTE: Attach receipts for all lodging expenses, any amounts charged, and any individual expenditure exceeding $25.00

130

APPENDIX XVIII

MODEL OF REPORT BY LEADER OF SPORTS TOUR ABROAD

Many US national sports organizations have individual formats for reports by leaders of tours they have sponsored. The format suggested below draws on these existing formats and adds some points that are of special interest to the Department of State, US Foreign Service posts and other US Government agencies. Anyone following this format is invited to cover each item at appropriate length and to insert any items he deems useful for his own records.

1. Name of group or team: ____________________.

2. Name of group leader: ____________________.

3. Type of tour (competition,exhibition,instruction,etc.):__.

4. Group sponsor: ____________________.

5. Report prepared by: ____________________.

6. Date of departure from USA: ____________________.

7. Date of return to USA: ____________________.

8. Countries and cities visited with inclusive dates of visits: ____________________.

9. Summary of activities and achievements of tour: __________.

10. Audience and/or participant analysis (what kinds of people and how they responded to US performance and/or instruction): ____________________.

11. Summary and analysis of off-field/court activities (school visits, media interviews, receptions, other host country entertainment, etc.): ____________________.

12. Significant foreign media comment on tour (attach press clippings of selected English language articles or quotes from translated radio and TV material): __________.

13. Significant American media comment on tour: ______________.

14. Significant individual foreign comment on tour: __________.

15. Summary and analysis (problems and/or exceptional helpfulness) of facilitative assistance rendered by Foreign Service posts and other US Government agencies): ____________________.

APPENDIX XVIII

16. Comment on adequacy of sports facilities used abroad:____.

17. Comment on usefulness of audiovisual material taken on tour:____.

18. Comment on acceptability of presentation gifts taken on tour:____.

19. Description of unusual health conditions encountered abroad and comment on adequacy of medical care obtained locally:_____________________________________.

20. Description of any "cultural shock" problems and how they were dealt with:__________________________________.

21. Recommendations to improve organization of future tours to same area and suggestions which may be helpful to leaders of such tours:________________________________.

22. Assessment of tour from standpoint of its having furthered international goodwill and understanding; suggestions for improvement in this direction:_________.

23. Statistical data (where available):

    1) number of formal performances during tour:_________.

    2) estimated number of spectators at performances:____.

    3) number of participants at clinics:_________________.

    4) number of radio/TV appearances:____________________.

    5) estimated radio/TV audiences:______________________.

Attachments:

1) team roster/bio data
2) itinerary
3) performance/clinic schedules
4) press clippings/translations
5) photographs
6) reports or stories by team members

APPENDIX XIX

THE NATIONAL COUNCIL FOR COMMUNITY SERVICES TO INTERNATIONAL VISITORS (COSERV)

The address of the national headquarters of COSERV is:

National Council for Community Services
to International Visitors (COSERV)
Meridian House
1630 Crescent Place, NW
Washington, D.C. 20009

Robert Aylward, Executive Director
Phone 202-332-1028

* * * * *

The 88 COSERV affiliates are located in the following cities:

Alabama -- Huntsville

Arizona -- Phoenix

Arkansas -- Little Rock

California -- Los Angeles (2)
Riverside
Sacramento
San Diego
San Francisco
Stanford

Colorado -- Boulder
Denver (2)

Connecticut -- Hartford
Westport

Delaware -- Wilmington

D.C. -- (2)

Florida -- Gainesville
Miami
Winter Park

Georgia -- Atlanta

Illinois -- Chicago (2)
Freeport
Paris
Springfield
Sterling/Rock Falls

Indiana -- Indianapolis

Iowa -- Des Moines
Sioux City

Kansas -- Wichita

Kentucky -- Louisville

Louisiana -- New Orleans

Maryland -- Baltimore

Massachusetts -- Boston
Cambridge (2)
Springfield
Worcester

Michigan -- Ann Arbor
Detroit
East Lansing
Flint
Grand Rapids

APPENDIX XIX

Minnesota -- Minneapolis/
St. Paul
Worthington

Missouri -- Kansas City
St. Louis

Montana -- Bozeman

Nebraska -- Lincoln
Omaha

New Hampshire -- Durham

New Mexico -- Albuquerque
Santa Fe

New York -- Albany
Buffalo
New York (2)
Rochester (2)
Syracuse (2)

Ohio -- Cincinnati
Cleveland
Columbus
Dayton
Toledo

Oklahoma -- Oklahoma City

Oregon -- Portland

Pennsylvania -- Philadelphia
Pittsburgh

Rhode Island -- Providence

South Carolina -- Columbia

Tennessee -- Memphis

Texas -- Austin
Dallas
El Paso
Houston

Utah -- Salt Lake City

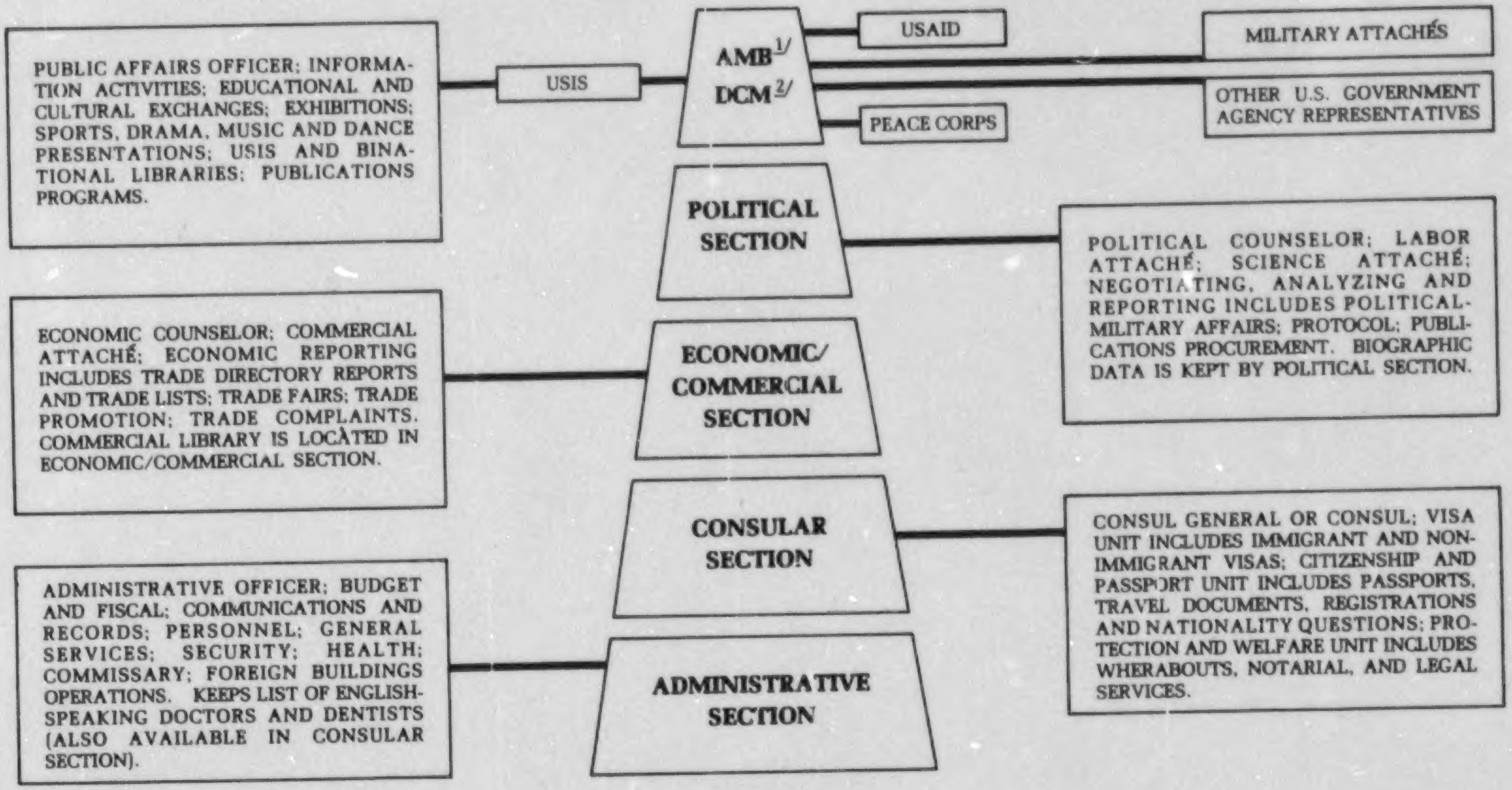
Vermont -- Burlington

Virginia -- Norfolk
Williamsburg

Washington -- Ephrata
Seattle
Spokane
Yakima

Wisconsin -- Milwaukee

ORGANIZATION OF A TYPICAL EMBASSY


AMB 1/
DCM 2/
USIS
USAID
PEACE CORPS
MILITARY ATTACHÉS
OTHER U.S. GOVERNMENT AGENCY REPRESENTATIVES
POLITICAL SECTION
ECONOMIC/ COMMERCIAL SECTION
CONSULAR SECTION
ADMINISTRATIVE SECTION

PUBLIC AFFAIRS OFFICER; INFORMATION ACTIVITIES; EDUCATIONAL AND CULTURAL EXCHANGES; EXHIBITIONS; SPORTS, DRAMA, MUSIC AND DANCE PRESENTATIONS; USIS AND BINATIONAL LIBRARIES; PUBLICATIONS PROGRAMS.

POLITICAL COUNSELOR; LABOR ATTACHÉ; SCIENCE ATTACHÉ; NEGOTIATING, ANALYZING AND REPORTING INCLUDES POLITICAL-MILITARY AFFAIRS; PROTOCOL; PUBLICATIONS PROCUREMENT. BIOGRAPHIC DATA IS KEPT BY POLITICAL SECTION.

ECONOMIC COUNSELOR; COMMERCIAL ATTACHÉ; ECONOMIC REPORTING INCLUDES TRADE DIRECTORY REPORTS AND TRADE LISTS; TRADE FAIRS; TRADE PROMOTION; TRADE COMPLAINTS. COMMERCIAL LIBRARY IS LOCATED IN ECONOMIC/COMMERCIAL SECTION.

CONSUL GENERAL OR CONSUL; VISA UNIT INCLUDES IMMIGRANT AND NON-IMMIGRANT VISAS; CITIZENSHIP AND PASSPORT UNIT INCLUDES PASSPORTS, TRAVEL DOCUMENTS, REGISTRATIONS AND NATIONALITY QUESTIONS; PROTECTION AND WELFARE UNIT INCLUDES WHERABOUTS, NOTARIAL, AND LEGAL SERVICES.

ADMINISTRATIVE OFFICER; BUDGET AND FISCAL; COMMUNICATIONS AND RECORDS; PERSONNEL; GENERAL SERVICES; SECURITY; HEALTH; COMMISSARY; FOREIGN BUILDINGS OPERATIONS. KEEPS LIST OF ENGLISH-SPEAKING DOCTORS AND DENTISTS (ALSO AVAILABLE IN CONSULAR SECTION).

1/ Ambassador (Chief of Mission)
2/ Deputy Chief of Mission

APPENDIX XXI

COUNTRIES WITH PEACE CORPS PROGRAMS, INCLUDING SPORTS
(as of November 1974)

The Peace Corps has programs in the 61 countries and areas listed below in three administrative groups. Of these, 29 (indicated by asterisks) include programs in sports, physical education and recreation. Exceptions in contacting Country Peace Corps Directors (see page 74) are indicated in the footnotes below.

Africa

*Botswana[1]
Cameroon
Central Af. Rep.[1]
Chad
Dahomey
*Ethiopia
Gabon
*Gambia[1]
*Ghana
Ivory Coast
Kenya
*Lesotho
Liberia
Malawi
Mali
*Mauritania[1]
Mauritius[1]
Niger
*Nigeria
*Senegal
*Seychelles[2]
Sierra Leone
*Swaziland[1]
Togo
*Upper Volta
*Zaire

Latin America

*Barbados[1]
*Belize[3]
*Brazil
*Chile
*Colombia
*Costa Rica
*Dominican Rep.
*Ecuador
*El Salvador
Guatemala
*Honduras
*Jamaica
Nicaragua
Paraguay
*Venezuela

North Africa, Near East and South Asia, East Asia and Pacific Islands

*Afghanistan
Bahrain[1]
Fiji[4]
Gilbert Islands[4]
India
Iran
Korea
*Malaysia
Malta
*Micronesia[4]
Morocco
Nepal
Oman[1]
*Philippines
Solomon Islands[4]
Thailand
Tunisia
Tonga[4]
*Western Samoa[4]
Yemen[1]

[1] Write to the deputy chief of mission at the embassy

[2] Write to the PAO at the embassy in Nairobi, Kenya

[3] Write to the principal officer of the consulate general in Belize City

[4] Write to the Peace Corps
South Pacific Desk
806 Connecticut Avenue, NW
Washington, D.C. 20525
Phone 202-254-8310

APPENDIX XXII

AMERICAN EMBASSIES WITH ARMY (APO) AND FLEET (FPO) POSTAL FACILITIES AND HOW TO USE DEPARTMENT OF STATE POUCH FACILITIES

Mail can be sent to about 50 (as of February 1, 1975) American embassies via military postal facilities at US domestic air mail rates. APO and FPO facilities can be used only for correspondence with embassy and USIS officers concerning a private tour -- not as an address for forwarding mail to touring athletes, nor for sending equipment or other material overseas for tour use.

The location of the embassy should not be included in the address. Two examples of addresses follow:

Public Affairs Officer
American Embassy
APO New York 09777

Defense Attaché
American Embassy
APO San Francisco 96528

Embassies with APO or FPO facilities follow in alphabetical order:

Addis Ababa, Ethiopia
APO New York 09319

Ankara, Turkey
APO New York 09254

Asuncion, Paraguay
APO New York 09881

Athens, Greece
APO New York 09253

Bangkok, Thailand
APO San Francisco 96346

Berlin, Germany
APO New York 09742

Bogota, Colombia
APO New York 09895

Bonn, Germany
APO New York 09080

Brasilia, Brazil
APO New York 09676

Bridgetown, Barbados
FPO New York 09553

Brussels, Belgium
APO New York 09667

Cairo, Egypt
Box 10, FPO New York 09527

Canberra, Australia
APO San Francisco 96404

Caracas, Venezuela
APO New York 09893

Copenhagen, Denmark
APO New York 09170

Guatemala, Guatemala
APO New York 09891

Hague, The, Netherlands
APO New York 09159

Helsinki, Finland
Box H, APO New York 09664

Jakarta, Indonesia
APO San Francisco 06356

Jidda, Saudi Arabia
APO New York 09697

Kinshasa, Zaire
APO New York 09662

La Paz, Bolivia
APO New York 09867

APPENDIX XXII

Lisbon, Portugal
APO New York 09678

London, England
Box 40, FPO New York 09510

Madrid, Spain
APO New York 09285

Managua, Nicaragua
APO New York 09885

Manama, Bahrain
FPO New York 09526

Manila, Philippines
APO San Francisco 96528

Monrovia, Liberia
APO New York 09155

Montevideo, Uruguay
APO New York 09879

Moscow, USSR
APO New York 09862

Nicosia, Cyprus
FPO New York 09530

Paris, France
APO New York 09777

Phnom Penh, Khmer Republic
APO San Francisco 96346 Box P

Rabat, Morocco
FPO New York 09544 Box 99

Reykjavik, Iceland
FPO New York 09571

Rome, Italy
APO New York 09794

Saigon, Viet-Nam
APO San Francisco 96243

San Jose, Costa Rica
APO New York 09883

San Salvador, El Salvador
APO New York 69889

San'a, Yemen Arab Republic
APO New York 09843

Santo Domingo,Dominican Rep.
APO New York 09899

Seoul, Korea
APO San Francisco 96301

Singapore, Singapore
FPO San Francisco 96699

Taipei, Taiwan
APO San Francisco 96263

Tegucigalpa, Honduras
APO New York 09887

Tehran, Iran
APO New York 09205

Tokyo, Japan
APO San Francisco 96503

Vientiane, Laos
APO San Francisco 96352

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STATE DEPARTMENT POUCH FACILITIES

It is possible to correspond with all Foreign Service posts -- consular offices as well as embassies -- by using State Department pouch facilities at regular domestic rates. In general, APO/FPO mail is faster because Department pouches are not always dispatched daily. Pouch mail should be addressed as follows:

Public Affairs Officer (or name)
Lagos (do not include name of country or type of post)
Department of State
Washington, D.C. 20520

APPENDIX XXIII

MEMBERS OF THE INTERNATIONAL MILITARY SPORTS COUNCIL (CONSEIL INTERNATIONAL DU SPORT MILITAIRE -- CISM)

The following nations were CISM members on January 1, 1975:

- Algeria
- Argentina
- Austria
- Bahrain
- Belgium
- Brazil
- Burundi
- Cameroon
- Chile
- Colombia
- Congo
- Denmark
- Egypt
- Ethiopia
- Finland
- France
- Gabon
- Germany (FRG)
- Ghana
- Greece
- Iran
- Iraq
- Ireland
- Italy
- Ivory Coast
- Jordan
- Korea
- Kuwait
- Lebanon
- Libya
- Luxembourg
- Mexico
- Morocco
- Netherlands
- Nigeria
- Norway
- Pakistan
- Peru
- Philippines
- Portugal
- Qatar
- Rwanda
- Saudi Arabia
- Senegal
- Spain
- Sudan
- Sweden
- Switzerland
- Syria
- Thailand
- Togo
- Tunisia
- Turkey
- Union of Arab Emirates
- United States
- Venezuela
- Viet-Nam
- Zaire

APPENDIX XXIV

CHECKLIST OF US GOVERNMENT PUBLICATIONS CITED IN THIS HANDBOOK AVAILABLE FROM GOVERNMENT PRINTING OFFICE (GPO)

(all prices are subject to change)

1. "Area Handbooks" (90-some countries), average price about $6.50 .... _____
2. "Background Notes on the Countries of the World" (see Appendix X) .... _____
3. "Basic Foreign Language Courses" of Foreign Service Institute (texts only), average price about $4.00 .... _____
4. "Diplomatic List", $1.50 .... _____
5. "Foreign Consular Offices in the United States", $1.15 . _____
6. "Guide to Air Shippers' Rights", 40 cents .... _____
7. "Key Officers of Foreign Service Posts", $1.00 .... _____
8. "Know Before You Go, Customs Hints for Returning US Residents", 55 cents .... _____
9. "Language Guides" (about ten foreign language phrase booklets), from 50 cents to $2.00 each .... _____
10. "Learning to Live Overseas", 55 cents .... _____
11. "Maps" (60-some countries), average price about 60 cents .... _____
12. "Our Flag", 70 cents .... _____
13. "Pocket Guides" (about a dozen travel guides) from 50 cents to $2.00 each .... _____
14. "Visa Requirements of Foreign Governments" (including fees), 25 cents .... _____
15. "Where to Write for Birth and Death Records", 35 cents .... _____
16. "You and Your Passport", 35 cents .... _____

****

Five other publications available from the GPO but not cited in this handbook are listed below for their possible interest to those concerned with international tours and exchanges. "Travelers' Tips" is a US Department of Agriculture publication on special requirements for bringing food, plant and animal products into the United States. The other four, published by the Department of State, are available free in single copy from the Bureau of Educational and Cultural Affairs (CU/IR); see Appendix III for CU/IR's address. Anyone wishing multiple copies of these four brochures should purchase them from the GPO.

1. "International Educational and Cultural Exchange", 95 cents .... _____
2. "International Exchange", 45 cents .... _____
3. "Our International Visitors", 50 cents .... _____
4. "Travelers' Tips", 25 cents .... _____
5. "Youth Travel Abroad", 30 cents .... _____

APPENDIX XXV

GOVERNMENT PRINTING OFFICE BOOKSTORES

The Government Printing Office has bookstores at the following locations:

Alabama

Room 102A, 2121 Bldg.
2121 Eighth Avenue, North
Birmingham, Alabama 35203
Phone 205-325-6056

California

Room 1015, Federal Office Bldg.
300 North Los Angeles Street
Los Angeles, California 90012
Phone 213-688-5841

Room 1023, Federal Office Bldg.
450 Golden Gate Avenue
San Francisco, California 94102
Phone 415-556-6657

Colorado

Room 1421, Federal Bldg.
U.S. Courthouse
1961 Stout Street
Denver, Colorado 80202
Phone 303-837-3965

PDDC, Pueblo Industrial Park
Pueblo, Colorado 81001
Phone 303-544-2301

Florida

Room 158, Federal Bldg.
400 West Bay Street
Jacksonville, Florida 32202
Phone 904-791-3801

Georgia

Room 100, Federal Bldg.
275 Peachtree Street, NE
Atlanta, Georgia 30303
Phone 404-526-6947

Illinois

Room 1463, 14th Floor
Everett McKinley Dirksen Bldg.
219 South Dearborn Street
Chicago, Illinois 60604
Phone 312-353-5133

Massachusetts

Room G25, John F. Kennedy
Federal Bldg.
Sudbury Street
Boston, Massachusetts 02203
Phone 617-223-6071

Michigan

Room 229, Federal Bldg.
231 West Lafayette Boulevard
Detroit, Michigan 48226
Phone 313-226-7816

Missouri

Room 144, Federal Office Bldg.
601 East 12th Street
Kansas City, Missouri 64106
Phone 816-374-2160

New York

Room 110, 26 Federal Plaza
New York, New York 10007
Phone 212-264-3825

Ohio

Federal Office Bldg.
201 Cleveland Avenue, SW
Canton, Ohio 44702
Phone 216-455-8971

First Floor, Federal Office Bldg.
1240 East 9th Street
Cleveland, Ohio 44114
Phone 216-522-4922

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Pennsylvania

Room 1214, Federal Off, Bldg.
600 Arch Street
Philadelphia, Pa. 19106
Phone 215-597-7814

Texas

Room 1046, Federal Bldg.
U.S. Courthouse
1100 Commerce Street
Dallas, Texas 75202
Phone 214-749-1541

Washington

Room 194, Federal Off. Bldg.
915 First Avenue
Seattle, Washington 98104
Phone 206-442-4274

Wisconsin

Room 190, Federal Bldg.
519 East Wisconsin Avenue
Milwaukee, Wisconsin 53202
Phone 414-224-1300

In addition to the above outlets, there are six GPO bookstores in the District of Columbia:

1) Government Printing Office
710 North Capitol Street
Phone 202-541-2091

2) Department of Commerce
14th and E Streets, NW
Phone 202-967-3527

3) Department of State
21st and C Streets, NW
Phone 202-632-1437

4) James H. Forrestal Bldg.
1000 Independence Avenue, SW
Phone 202-426-7937

5) Pentagon
Main Concourse, South End
Phone 202-541-2998

6) USIA Bldg.
1776 Pennsylvania Avenue, NW
Phone 202-632-9668

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